



Weekly Message

Jan. 26, 2016

Message From State Superintendent Tony Smith, Ph.D.

Hello,

Gov. Bruce Rauner has proclaimed this week as “School Choice Week in Illinois.” [National School Choice Week](#) is an independent public awareness campaign that takes place every January and aims to promote effective K-12 education options for all children, including those attending traditional public schools, public charter schools, magnet schools, online academies, private schools, and those being home-schooled.

One of the State Board’s key areas of focus is providing a common definition of, and fair access to, a high-quality education for each child, regardless of socioeconomic background or location. Ensuring strong public school options in every community -- from Rockford to Cairo and everywhere in between -- opens greater opportunities for our students to succeed in the classroom and beyond. Illinois is making strides toward this goal, including our receipt of a [five-year, \\$42 million federal grant](#) to support the development and growth of new, high-quality public school options, including charter schools.

As we highlight successful education options for every child this week, I would also like to congratulate two Illinois high school students who have been selected as delegates to the 54th annual U.S. Senate Youth Program. Kiley Marron of Chicago and Corbin Robinson of Scott Air Force Base were chosen from applicants across the state to receive a scholarship and to represent Illinois for a weeklong educational visit to Washington, D.C., in March. You can read more about the program and Kiley and Corbin’s accomplishments [here](#). We are incredibly proud of these exceptional students and look forward to how this experience will shape their civic involvement and future careers.

Have a great week,
Tony

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Upcoming ISBE Dates and Deadlines

Please note this is not a complete list of events, meetings, and deadlines. For questions, call the Illinois State Board of Education at (866) 262-6663 or (217) 782-4321 or visit the agency’s official website at <http://www.isbe.net>.

- **2016 Illinois 5Essential Survey administration window** – Jan. 11-March 11

- Rescheduled standard testing window for all districts using paper materials on the ACCESS for ELLs assessment – Jan. 25 to Feb. 26
- “Overview of Flexible Delivery Models for the Gifted/Talented” webinar – Jan. 27
(<https://attendee.gotowebinar.com/register/8183144248605751297>)
- Deadline to submit IDEA excess cost worksheets to the Special Education Services Division – Jan. 29
- Deadline to submit nominations for the Governor’s Volunteer Service Awards – Jan. 29
(Serve.Illinois.gov)
- Deadline to submit proposals for the Educator Equity Program Development Grant – Feb. 1
(http://isbe.net/funding_opps/htmls/rfp.htm)
- Deadline to complete and submit the 2015-16 Noncertified Staff Salary Study data survey – Feb. 1
- Deadline to complete and submit the 2015-16 Teacher Salary Study data form (1,000-plus Students Enrollments) – Feb. 1
- Deadline for districts to review the Financial Profile Report and verify the Operating Expense per Pupil (OEPP)/Per Capita Tuition Charge (PCTC) – Feb. 5
- Illinois Association for Gifted Children’s 21st Annual Gifted Convention – Feb. 7-9
(www.iagcgifted.org/committees/twenty-first-iagc-convention.html)
- ISBE offices closed for Lincoln’s Birthday – Feb. 12
- ISBE offices closed for Presidents’ Day – Feb. 15
- Community Eligibility Provision webinar – Feb. 18
(<https://attendee.gotowebinar.com/register/46466832926124290>)
- 2016 Illinois Arts Education Week – March 14-20
- Ninth annual Illinois School Wellness Conference – April 28
- ISBE offices closed for Memorial Day – May 30
- Deadline to submit data in the Student Health - Vision system – June 30

Educator Effectiveness

edTPA: A Measure of Teacher Candidates’ Readiness to Teach

Illinois has recognized the need for a common, standards- and performance-based assessment of teaching effectiveness that would measure teacher candidates’ classroom readiness and provide information for program improvement. edTPA is designed to ensure that those who become teachers not only understand educational theory and subject matter content but can demonstrate their ability to lead a classroom and ensure that students with diverse strengths and needs are learning. New teachers must be effective from day one.

edTPA is a performance-based, subject-specific assessment designed to measure effectiveness in the classroom by focusing on student learning. edTPA uses processes similar to National Board certification insofar as candidates are required to provide evidence of their practice through the submission of video and other artifacts. More specifically, items reflecting the

competencies must be present in the portfolio, including lesson plans, video recordings of the student teacher delivering instruction, and analysis of and feedback on student learning. edTPA is a summative assessment completed at the end of an educator’s preparation program.

Institutions with approved educator preparation programs leading to initial licensure were required to begin piloting edTPA on Sept. 1, 2013. edTPA became a requirement for licensure on Sept. 1, 2015. Since that date, more than 1,350 candidates have completed edTPA with a first-time pass rate of over 96 percent.

Center for Performance

Parental Participation in the 5Essentials Survey of Learning Conditions

Parental feedback is a vital component to a healthy and successful school. With more districts taking advantage of the extension window for the 5Essentials Survey of Learning Conditions, parents may have

questions about where to go to take the survey for their child's school. Parents can go to <https://survey.5essentials.org/illinois/survey/parent/> to search for their children's school. Because participation in the survey is only required every other year, not all districts will have a survey available. To find a list of the districts that are participating this year, please visit www.isbe.net/5essentials/pdf/2015-16/partic-districts-sy16.pdf.

If you have any questions concerning the 5Essentials survey, please call (217) 782-3950 or email 5Essentials@isbe.net.

Nutrition and Wellness Programs

Reminder: Illinois Meal Service Requirements

All public schools in Illinois are required to provide free lunches (and breakfasts if a school operates a breakfast program) to all students eligible for free meals. State reimbursement to offset a portion of the cost of the meal is available if a site serves a reimbursable meal to a student eligible for a free meal and the site is enrolled in the Illinois Free Breakfast and Lunch Programs. Federal reimbursement in addition to state reimbursement is available if the school enrolls in the National School Lunch Program (and if applicable, the School Breakfast Program).

There are, however, two additional meal service requirements we want to bring to your attention that may impact your public school building(s) this summer and/or next school year:

- School breakfast must be offered if a school had 40 percent or more free and reduced-price eligible students in the previous school year.
- Summer breakfast and/or lunch must be offered if a school had 50 percent or more free and reduced-price eligible students in the previous school year AND the school will operate a summer school program.

To determine if your school(s) must operate these additional meal services, please visit www.isbe.net/nutrition/pdf/schools_mandated_operate_sbp.pdf.

If you have questions regarding either of these required meal programs, please contact ISBE's

Nutrition and Wellness Programs Division at (800) 545-7892 or cnp@isbe.net.

Community Eligibility Provision Webinar

The Illinois State Board of Education (ISBE) will host a webinar on the Community Eligibility Provision (CEP) from 2 to 3 p.m. Feb. 18. This live webinar will be an overview of what CEP is, including information on:

- What the qualifications are for CEP,
- How you can determine if CEP would be beneficial to your school,
- How CEP affects other programs in your school district, and
- A Q&A session to answer all of your CEP questions.

CEP is an alternative to household eligibility applications for free and reduced-price meals in high-poverty districts and schools. In CEP schools, all students receive breakfast and lunch at no cost and the school utilizes an approved claiming percentage for receiving reimbursement for those meals. This approved claiming percentage is good for four years.

For more information about CEP, click [here](#). To register for the webinar, visit <https://attendee.gotowebinar.com/register/46466832926124290>.

Rules and Waivers

Notice of Completed Rulemaking

Please be advised that two sets of amendments recently adopted by ISBE became effective Jan. 6.

Changes have been posted at www.isbe.net/rules/archive/default.htm. Please choose "Rules Currently in Effect" and scroll to the Part number.

Part 1 (Public Schools Evaluation, Recognition and Supervision): See Sections 1.420 and 1.422

Part 100 (Requirements for Accounting, Budgeting, Financial Reporting, and Auditing): See Section 100.TABLE C

Funding and Disbursements

Important Changes to Dec. 1 Special Education Child Count Reporting

Federal regulation at 34 CFR 300.641 requires that all local education agencies (LEAs) annually collect and report an accurate and unduplicated number of children with disabilities receiving special education and related services. Further, 105 ILCS 5/2-3.30 of the School Code requires that students reported must be eligible to receive services or be in a special education program receiving direct or related services approved by a public school district on Dec. 1, be at least age 3 through age 21, inclusive (i.e., through the day before the student's 22nd birthday) (see 34 CFR 300.101(a)), and have an individualized education program or individualized services plan in place.

The federal Office of Special Education Programs (OSEP) requires that all state education agencies report special education students counted on Dec. 1 by the following April each year. For the 2015-16 school year, the due date for state reporting is April 6. For many years, ISBE has met the federal April deadline but has permitted LEAs to add unreported students receiving services on Dec. 1 on subsequent approval transmissions through June 30. This flexibility has created a variety of problems, including, but not limited to:

- An inaccurate count to compute the state's annual IDEA Part B grant award
- Data integrity related to the submission of the State Performance Plan/Annual Performance Report (SPP/APR) and monitoring
- Inability to timely compute the state's maintenance of effort and LEA nonpublic proportionate share of IDEA Part B funds

Beginning with the 2015-16 school year, all students receiving special education and related services on Dec. 1, 2015, must be reported with the March 4 approval transmission. To help with this process, ISBE will provide a report listing all students that are identified as duplicates by early February. These duplicates must be resolved before the March 4 transmission. After the March 4 transmission is received and processed at ISBE, reports listing your official child count number will be sent to you. There will be a short validation period to confirm that this

number is correct or to transmit another approval file with additions. The deadline for the validation period is March 21. Please be advised that the Dec. 1, 2015, child count reported to OSEP on April 6 will constitute the state's official 2015-16 special education count.

All LEAs can continue to report additions and changes for students with disabilities on subsequent approval transmissions for the 2015-16 school year through June 30, but no changes will be made to the official Dec. 1 count. All 2015-16 special education approval and claim dates can be accessed at www.isbe.net/funding/pdf/sped-due-dates-15-16.pdf.

Questions regarding the FACTS approval procedures should be directed to Jamie Johnson at jjohnson@isbe.net or (217) 782-5256

Questions pertaining to the operation of iePoint or NetCheck should be directed to the Harrisburg Project at (800) 635-5274 or support@hbug.k12.il.us.

New Census Estimates Released for FY 2017 Title I Low Income

The U.S. Department of Education has released the Small Area Income and Poverty Estimates (SAIPE) for income year 2014. These estimates will be used to calculate fiscal year 2017 Title I allocations. A file of 2014 Poverty Data by Local Education Agency (LEA) is provided in an alphabetical listing of LEAs, Poverty Count, 5-17 Population, Poverty Percentage and Total Population at www.isbe.net/funding/excel/title1-census-fy17.xlsx.

With this data, LEAs can determine their potential eligibility for Basic, Concentration, Targeted and Education Finance Incentive grants.

Basic Grant eligibility: An LEA must have at least 10 poverty children and the number of poverty children must be greater than 2 percent of the LEA population of children ages 5-17.

Concentration Grant eligibility: An LEA must have at least 6,500 poverty children or the number of those children exceeds 15 percent of the total 5-17 population.

Targeted Grant and EFIG qualifications: An LEA must have at least 10 poverty children and that number must be at least 5 percent of the 5-17 population.

The following link to the Census Bureau, www.census.gov/did/www/saipe/index.html, provides various aspects of the SAIPE count, including the data sources and methodology used to prepare these data. We will be using the 2014 data to calculate school year 2016-17 Title I, Part A allocations because they are the most recent available data.

Superintendents, business managers, and Title I directors should carefully examine the data for their LEA as this will be the first indication as to whether your LEA may be gaining or losing in eligibility for Title I funds in FY 2017. ISBE neither controls nor generates the data. The challenge period for the 2014 estimates ends March 8. Refer to the Census Bureau link at www.census.gov/did/www/saipe/contact/challenges.html, if interested.

Note that this preliminary data does not include other non-census information, such as foster, neglected, or delinquent counts that may be used to calculate Title I allocations.

If you have questions, please contact Sally Cray in the Division of Funding and Disbursements at scray@isbe.net or (217) 782-5256.

Data Analysis

2015-16 Noncertified Staff Salary Study Survey Now Available

The 2015-16 Noncertified Staff Salary Study data survey is now available in IWAS. This form must be completed and submitted by **Feb. 1**. It is the district administrator's responsibility to review the completed survey for accuracy and submit it to ISBE.

Districts with 1,000 or more enrolled students as of the last school day in September of 2015 must submit this survey. The district administrator or a district document author may complete this survey.

Reference the following documents for assistance:

- User Guide: <ftp://help.isbe.net/webapps/NoncertStaffSalStudy/UserGuide.pdf>

- Example for completing the survey: www.isbe.net/research/pdfs/ncss-instructions-12.pdf
- Worksheet: www.isbe.net/research/pdfs/ncss-worksheet-07.pdf

For further assistance, please contact the Data Analysis Division at (217) 782-3950.

For technical assistance accessing IWAS, please contact the ISBE Help Desk at (217) 558-3600.

2015-16 Teacher Salary Study Form Now Available

The 2015-16 Teacher Salary Study data form is now available in IWAS. These forms must be completed and submitted by **Feb. 1**.

In addition to completing the form, please send a copy of your salary schedule/policy and negotiated agreement to the address below. This is not necessary if you provided copies of the schedule/policy and agreement previously and they are still in effect. Send updated schedules and policies to:

Data Analysis Division
Illinois State Board of Education
100 North First Street, S-284
Springfield, Illinois 62777

For further assistance, please contact the Data Analysis Division at (217) 782-3950.

For technical assistance accessing IWAS, please contact the ISBE Help Desk at (217) 558-3600.

School Business Services

School District Annual Financial Report Review Process

All district superintendents should have received an email broadcast asking them to review their preliminary Financial Profile Report and verify the Operating Expense per Pupil (OEPP)/Per Capita Tuition Charge (PCTC) by no later than **Feb. 5**. District administrators may submit comments regarding their district's finances that will be published along with their Financial Profile Report (500 characters max). The comments must be submitted no later than **Feb. 5**.

The email included links to the memorandum, instructions, and definitions to assist with the review process. These documents are also available in [IWAS](#) and on the [School District Financial Profile Score & OEPP/PCTC Verification Information webpage](#).

The email broadcast and Superintendent's Weekly Message will be the only notices sent to the district. If you have not received the email, please contact ISBE at (217) 785-8779. If you have given another person authority to review these reports, please forward the email to them. Since the financial profile designation will be approved and publicly released by ISBE, it is crucial that districts review their financial profile data and score. Any district that wishes to include comments that support the Financial Profile Report may do so directly in IWAS beneath the report. Although comments are optional, they are encouraged; this is an opportunity for districts to explain significant financial circumstances.

The deadlines and instructions are important in completing the OEPP/PCTC verification process because once the deadline passes, changes to the 2015 Annual Financial Report data are not permitted.

The financial profile scores will be adjusted to reflect any mandated categorical aid payments due to school districts that were not paid by June 30, 2015, and not included in their FY 2015 Annual Financial Report.

If you have questions regarding the school profile score, please contact Christine Kolaz at (217) 785-8779 or ckolaz@isbe.net. If you believe your OEPP/PCTC report is incorrect, please contact Debbie Hemberger in School Business Services at (217) 785-8779 or dhemberg@isbe.net.

Serve Illinois Commission on Volunteerism & Community Service

Nominations Sought for Annual Governor's Volunteer Service Awards

The Serve Illinois Commission on Volunteerism and Community Service is accepting nominations for the annual Governor's Volunteer Service Awards. These awards recognize individual volunteers and businesses that support community service. The awards honor those who provide selfless service to the state and

highlight the importance of volunteerism and community service in Illinois.

Nominations are due to Serve Illinois by Jan. 29. A ceremony to honor recipients will be held on April 13 at the Old State Capitol in Springfield. Visit Serve.Illinois.gov for information about individual awards, past recipient bios, and nomination forms.

In Brief

District Opportunities

- The deadline for applications to **TECH 2016** is Feb. 3. TECH 2016 showcases how students and teachers across the state use technology in classrooms to enhance student learning and is scheduled for May 10 at the Illinois State Capitol Building in Springfield. Find out more information, including how your district can be one of the 66 schools representing Illinois, at www.iceberg.org/TECH_2016.

School Opportunities

- The **Kid Explorer Club** is a comprehensive reading curriculum for pre-K through sixth grades that is aligned with the Common Core State Standards. The curriculum is diversity inclusive, enhances the student's existing school education, and is customized to overcome individual learning challenges. Students at Title I schools qualify for a tuition grant that will cover nearly 100 percent of the tuition cost. To become a host site for the summer or next school year, contact Regional Director Beatrice Cooper at (773) 672-7462, ext. 1, or beatrice@kidsexplorerclub.com. The deadline to apply is April 8.

Student Opportunities

- Fifth- and sixth-grade writers and artists are invited to compete in this year's **Poster, Poetry, and Prose Contest** sponsored by the Illinois Environmental Protection Agency (EPA). This year's theme contest is "W.A.T.E.R. – What A True Environmental Resource!" Each school can enter up to eight (four posters and four written) works. Entries must be postmarked and sent to the Illinois EPA by Feb. 1. More information is available at www.epa.illinois.gov/topics/education/contest/ind

[ex](#) or by contacting Kristi Morris, Environmental Education Coordinator for the Illinois EPA, at (217) 558-7198 or by mail at 1021 North Grand Ave. E., P.O. Box 19276, Springfield, IL 62794 9276.

Educator Recognition

- **National School Counseling Week**, sponsored by the American School Counseling Association, will be celebrated Feb. 1-5 to focus public attention on the unique contribution of professional school counselors within the U.S. school system. The event aims to highlight the tremendous impact school counselors can have in helping students achieve school success, plan a career, make postsecondary plans, address personal/social skills, and provide support to the district and community.

Employment Opportunities

- Watch for vacancy lists and find instructions for applying on ISBE's Human Resources webpage at <http://www.isbe.net/hr/Default.htm>.