

March 8, 2016

Message From State Superintendent Tony Smith, Ph.D.

Hello,

Illinois' second administration of the Partnership for Assessment of Readiness for College and Careers (PARCC) assessment is now underway as the 2016 testing window opened Monday. The window extends until June 10. This year's single testing window should help simplify the logistics for you and your faculty so that more time is devoted to valuable classroom instruction.

The assessment now consists of six or seven units, depending on grade level, compared to the eight or nine sessions that students took last year. Test time is also reduced for most students by 60 minutes for the math portion and 30 minutes for English language arts (ELA). However, time will remain the same for a limited number of students who will participate in an additional embedded ELA field assessment.

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Illinois and our fellow PARCC member states are responsible for the assessment's design and development. Input from the local districts that we represent is a huge consideration in this process. The simplified, streamlined format for 2016 is a direct result of feedback from you, students, families, and other educators during the 2015 administration. We are committed to listening to your comments and will look for further ways to improve the test content and process based upon that input.

A letter to parents and families explaining the changes to this year's assessment is posted in the <u>Superintendent's Corner</u> of our website. Updated fact sheets are also available on our Hot Topics page at <u>www.isbe.net/hot-topics.htm</u>. I encourage you to share these materials with your school communities.

This year, we will also see scores returned much sooner, since the initial process for performance level setting is now complete. The faster turnaround time for the 2016 scores will give educators more time to tailor their instruction to meet specific student needs and better support improvement efforts.

The PARCC consortium has released many of the assessment items from last year's assessment so teachers understand the types of questions their students will be asked. The questions provide insight into how students demonstrate mastery and show the learning standards associated with each item. Scoring rubrics that show what is required to score at each performance level are also included. The released items

are a part of the <u>Partnership Resource Center</u>, which houses a variety of supportive tools available to educators in PARCC states.

This year, 10 entities are participating in the PARCC system, including eight states, the District of Columbia, and the Bureau of Indian Education school systems. We expect that as more states and other entities see the quality of the entire PARCC assessment system, the numbers of participants will increase. This growth will benefit all PARCC member states as it will help to keep costs low and allow for more enhancements to the assessment system in the future.

I appreciate the hard work you and your staffs put in every day to help our students achieve their very best. The changes for this year's PARCC assessment should help make the administration easier for everyone – from administrators to teachers to students. We stand ready to listen and to work together for continued improvements.

Have a great week, Tony

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
- ISBE webinar on employee evaluations March 9 (https://attendee.gotowebinar.com/register/427558662978929666)
- 2016 Illinois Arts Education Week March 14-20
- Deadline to submit applications for fiscal year 2016 federal Migrant Education Program funding for summer school programs March 15 (www.isbe.net/bilingual/pdfs/20-37A-migrant-summer-app.pdf)
- Deadline to enter the 2016 Illinois Fatherhood Initiative Chicago White Sox Fatherhood Essay Contest March 15 (www.4fathers.org/)
- 2016 Race to the Top Regional Networking meeting in Malta March 16 (https://reg.abcsignup.com/reg/event_page.aspx?ek=0044-0016-c8d8466d32ae4cd484d72e795ff6b0be)
- Fiscal Year 2016 Focus and Priority School Improvement Plan Submission Webinar March 22 (https://attendee.gotowebinar.com/register/6596071783056680196)
- Deadline to apply for 2016-17 School Grants for Healthy Kids April 1 (www.actionforhealthykids.org/grants)
- Deadline to register for Seal of Biliteracy Symposium April 1 (http://webapps.isbe.net/ISBEConference/)
- No Kid Hungry Illinois summer grant application deadline April 1 (<u>http://grants.nokidhungry.org/</u>)
- Illinois PTA's annual convention April 1-2 (www.illinoispta.org/convention.html)
- Illinois Healthy & High-Performing Green Schools Symposium April 8 (<u>www.usgbc-illinois.org/events/schoolssymposium/</u>)
- Part 1 (Public Schools Evaluation, Recognition and Supervision) and Part 27 (Standards for Endorsements in Specific Teaching Fields) Public comment ends April 11
- Seal of Biliteracy Symposium April 12
- Deadline to submit the Truants' Alternative and Optional Education Program (TAOEP) FY 2017 RFP – April 25

- Ninth annual Illinois School Wellness Conference April 28
- National School Nurse Day May 11 (<u>http://www.nasn.org/AboutNASN/NationalSchoolNurseDay</u>)
- Deadline to submit proposals for the Prevention Initiative Training and Technical Assistance: Birth to 3 Years RFP May 16 (http://isbe.net/earlychi/html/birth-3.htm)
- ISBE offices closed for Memorial Day May 30
- Deadline to submit nomination forms for the 2016-17 Those Who Excel/Illinois Teacher of the Year program June 6 (www.isbe.net/those-who-excel/2017/03-10-twe-application16-17.pdf)
- Deadline to submit data in the Student Health Vision system June 30
- Deadline for Focus or Priority schools to update or develop and submit an Intervention or Transformation plan to ISBE June 30.
- Postmark deadline for waiver applications to be considered by the General Assembly in fall 2016 – Aug. 12, 2016 (See <u>www.isbe.net/isbewaivers/default.htm</u> for public notice requirements for all waiver requests.)

Every Student Succeeds Act

New ISBE Website Provides Every Student Succeeds Act Resources

ISBE has created an Every Student Succeeds Act (ESSA) webpage at <u>www.isbe.net/ESSA/default.htm</u> with resources about the new version of the Elementary and Secondary Education Act (ESEA), the federal education law focused on equal opportunity for all students.

Due to the complexity of ESSA, ISBE will engage in deliberate stakeholder involvement throughout this process. ISBE will conduct a listening tour throughout Illinois this spring. Specific dates will be announced as they become available.

The ESSA webpage will be updated as additional resources become available. Meanwhile, questions, comments, or concerns about ESSA should be sent to essa@isbe.net.

System of Support & District Intervention

FY 2016 Focus and Priority School Improvement Plan Submission Webinar

On Dec. 10, 2015, President Obama signed into law ESSA, which reauthorized the ESEA of 1965. The U.S. Department of Education (ED) provided guidance to states to facilitate an orderly transition for the programs authorized by ESSA. As part of this guidance, ED informed states with an approved ESEA flexibility waiver to continue to implement flexibility requests through the 2015-16 school year. Therefore, Illinois schools identified as Focus or Priority must update or develop and submit an Intervention or Transformation (school improvement) plan to ISBE by June 30.

ISBE's Division of System of Support and District Intervention will host a webinar on March 22 to provide Focus and Priority schools with plan submission guidance for Intervention and Transformation plans using the Rising Star continuous improvement planning system tool. This webinar will also provide current information as an update to the "September 2014 ISBE Continuous Improvement and Rising Star Platform Frequently Asked Questions" document.

Eligible participants for this webinar include school improvement team members, school/district leadership team members, process managers, and individuals who will submit a school's Intervention or Transformation plan. The webinar will be recorded and made available on ISBE's website. To register, go to https://attendee.gotowebinar.com/register/6596071783 056680196. A confirmation email containing information about joining the webinar will then be sent.

For more information, please contact Robin M. Lisboa, Division Administrator for System of Support and District Intervention, at <u>rlisboa@isbe.net</u>.

- Fiscal Year 2016 Focus and Priority School Improvement Plan Submission Webinar
- Date: March 22
- **Time**: 10 a.m. to 12 p.m.

• Register:

https://attendee.gotowebinar.com/register/6596071 783056680196

Early Childhood

FY 2017 Prevention Initiative Training and Technical Assistance RFP Released

The Prevention Initiative Training and Technical Assistance: Birth to 3 Years request for proposals (RFP) is now available. The purpose of the RFP is to identify a qualified entity to coordinate and deliver statewide training and technical assistance services as outlined in this RFP to the recipients of Prevention Initiative grants. Proposals must be received at ISBE no later than 4 p.m. on May 16.

The RFP is available at

http://isbe.net/earlychi/html/birth-3.htm. The RFP can also be obtained by contacting the Early Childhood Division at (217) 524-4835.

Family Engagement

Illinois PTA's Annual Convention Scheduled for April 1-2 in Springfield

The Illinois PTA is hosting its 114th annual convention in Springfield on April 1 and 2. This event is for parents, teachers, and all child advocates. It provides a unique opportunity to gain new ideas, improve skills, and recharge volunteer energy as leaders from all areas of the state interact with one another to learn and share ideas.

Workshop topics will include school assessments, family involvement, engaging the community and forming partnerships, being tech savvy, money management, and leadership development.

For more information and to register, visit www.illinoispta.org/convention.html.

State Funding and Forecasting

Data Available to Start Estimating Fiscal Year 2017 General State Aid

ISBE's State Funding and Forecasting staff has posted preliminary data used to complete the forecasted fiscal year 2017 General State Aid (GSA) claim. Please visit the <u>GSA website</u> to obtain the following data sets found under the "Reports" heading:

- Final EAV 2013 and Tax Rates
- Preliminary 2014 EAV and Tax Rates
- Preliminary 2014 Limiting Rates
- CPPRT receipts from 2014
- Districts Subject to the Alternate PTELL Adjustment

You are encouraged to use these reports in conjunction with the updated FY 2017 forecasting tool (also available on the <u>GSA website</u> under the "Tools" heading) to assist with calculating your estimated GSA for FY 2017 budgeting purposes. We ask that you review the data listed on the website and compare it your records.

Please contact State Funding and Forecasting staff at (217) 782-0249 if you identify any discrepancies.

School Health Issues

Vaccination of Child Care Staff

Public Act 99-0267 amended the Child Care Act to require proof of vaccination against tetanus, diphtheria, pertussis, measles, mumps, and rubella for all employees of a child care facility who care for children aged 6 and under. The Child Care Act creates a child care license for certain facilities, with licensing issued by the Department of Children and Family Services (DCFS). ISBE reminds schools that operate a child care facility for children aged 6 and under to determine whether they operate under a license issued by DCFS. Such licensing is required for schools that operate a child care program enrolling children under age 2 and is optional for schools that enroll only children above age 2 in their child care center.

If the school rents out or otherwise contracts with a child care facility to operate a center but does not operate the center or employ the workers, the center is regulated by its own DCFS licensing rules.

Nutrition and Wellness Programs

Summary of New Rules: Physical Fitness Assessment, Data Collection, & Reporting

<u>Public Act 98-0859</u> created the Stakeholder and Expert Task Force on Physical Education (SETFPE). The purpose of this task force was to submit recommendations for ISBE to consider for adopting rules for implementation of physical fitness assessments as well as the collection and reporting of aggregate fitness information.

The SETFPE submitted its <u>recommendations</u> to ISBE on April 1, 2015, and after seeking public comment, ISBE adopted rules based on these recommendations. These rules went into effect Jan. 27 and were released on Feb. 16 in the <u>Illinois Register</u> (Part 1, Section 1.425, pages 2991 and 3013-3016). This new section puts into rule the task force's recommendations regarding the use of the FitnessGram or the Brockport Physical Fitness Testing protocols for students with disabilities whose individualized education program identifies the FitnessGram as not appropriate. Scores achieved on the testing may not be used as part of a student's grade or to evaluate a teacher.

During the 2016-17 school year, schools must:

- Ensure that school personnel administering the assessments participate in training related to the proper administration and scoring of the assessment by reviewing the applicable chapters of the FitnessGram Test Administration Manual and, if applicable, the Brockport Physical Fitness Test Manual. Each district must maintain evidence of an individual's successful completion of the training and make it available to ISBE upon request.
- Establish procedures and protocols to ensure the confidentiality of individual student assessment results consistent with the requirements of the Illinois School Records Act and Family Educational Rights and Privacy Act.
- Begin administering the following four portions of FitnessGram protocols in grades 3-12 in the second semester (first and second semesters preferred for pre and post results) and annually thereafter:
 - for Aerobic Capacity the PACER test (recommended) or Mile Run (alternate) or Brockport test (any of the adapted tests for aerobic functioning for students with disabilities) for students in grades 4-12;
 - for Flexibility the Back-Saver Sit and Reach test (recommended) or Trunk Lift test (alternate) or Brockport test (any of the adapted tests for flexibility or range of motion for students with disabilities);
 - for Muscular Endurance the Curl-Up test or Brockport test (any of the adapted tests

for strength and endurance for students with disabilities); and

- for Muscular Strength the Push-Up test or Brockport test (any of the adapted tests for strength and endurance for students with disabilities)
- Collect and report the following data by your district's established date for grades 5, 7, and 10. The district in turn must report results electronically to ISBE through the Student Health Data in IWAS by May 1, 2017, and annually thereafter:
 - number of students tested by grade (5, 7, and 10 only) and gender in each of the four tests above,
 - number of students that achieved a healthy fitness zone by grade (5, 7, and 10 only) and gender in each of the four tests above, and
 - number of students that were identified as needing improvement by grade (5, 7, and 10 only) and gender in each of the four tests above.

For further assistance, including a Q & A document, please go to <u>www.isbe.net/EPE/default.htm</u>.

No Kid Hungry Illinois Summer Grants

Grants are available from Share Our Strength and the No Kid Hungry Illinois Campaign to help organizations expand access to and participation in USDA-supported summer meals programs. The application is at <u>http://grants.nokidhungry.org/</u>, using the access code ILSUMMER2016.

Applications are due April 1.

Grant awards of up to \$5,000 are available. Funding may be used for equipment, personnel, transportation, and other non-food program expenses. Grant applications will be evaluated based on:

- Priority counties served
- Ability to reach high-need populations and/or areas underserved by summer meals programs
- Growth potential for summer meals participation
- Information provided in proposal describes an understanding of the specific needs of the

community and a well thought out plan for your summer program

• Funds requested are connected to the needs and plan presented in the proposal

Applicants will be notified of grant status within four to six weeks of the application deadline. Grant payments will be issued after confirmation that applicants have been approved as a Sumer Food Service Program/ National School Lunch Program summer meals sponsor by ISBE and receipt of the applicant's signed grant agreement letter. Organizations with potential for significant expansion and with clearly described plans for achieving their goals will be most likely to receive the maximum amount.

Grant recipients will be required to complete a report on the following:

- Financial report on use of funds
- Participation numbers (similar to information that is already required for sponsors to report for the USDA)
- Narrative report on the successes and challenges of the program over the course of the summer

Special Education Services

Special Education Rules

Changes made to the Special Education Regulations, found in 23 Illinois Administrative Code 226, took effect on Jan. 13 and were published in the Illinois Register on Jan. 29. Please see the revised regulations at <u>www.isbe.net/rules/archive/pdfs/226ark.pdf</u>. An outline of the specific changes may be found at <u>www.isbe.net/spec-ed/Default.htm</u> under "What's New."

Dyslexia

Illinois Public Act 98-0705 required ISBE to adopt rules that incorporate an international definition of dyslexia into the 23 Illinois Administrative Code 226. The definition was added into the rules, which took effect on Jan. 13 and were published in the Illinois Register on Jan. 29. Please see the revised regulations at <u>www.isbe.net/rules/archive/pdfs/226ark.pdf</u>. A new webpage that provides information specific to dyslexia will soon be added to ISBE's at <u>www.isbe.net/speced/Default.htm</u>.

Indicator 13

The Indicator 13 Scoring Rubric and Checklist have been updated to align with Harrisburg's data collection. Additionally, the Secondary Transition Training webinar has been updated and is now also available on the ISBE Secondary Transition website. These ISBE Indicator 13 resources are found at www.isbe.net/spec-ed/html/indicator13.htm.

Illinois P-20 Council

Input Sought for Dual Credit Survey

The Illinois P-20 Council Committee on Teacher and Leader Effectiveness is asking educators to complete a survey on the state of dual credit in Illinois. Links to the survey are available at:

Superintendents www.surveymonkey.com/r/CWV5QSS

Principals - www.surveymonkey.com/r/CF83SWK

High school educators www.surveymonkey.com/r/CMSJSK8

The committee's mission is to advise the governor on recommendations for strengthening and aligning the preparation, certification, development, and retention of highly effective and diverse teachers and leaders. This year, the committee is conducting research on dual credit in Illinois by:

- 1. Examining the current state of dual credit in Illinois schools by documenting what is occurring in this arena throughout schools and districts and to identify the needs of districts in the area of dual credit.
- 2. Studying the credentialing of high school teachers to teach dual credit courses in their respective schools.
- 3. Learning about and publicizing the dual credit programs at the district, school, higher education, and state levels.
- 4. Making recommendations about the best practices in dual credit at the district and university levels.

The survey information will help the P-20 Council Committee move forward on supporting Illinois' high schools through the dual credit lens. Additionally, the survey data will be used in a dissertation research project on how the perceptions of local Illinois stakeholders impact student access to dual credit and advanced placement courses.

Contact Dr. Erika Hunt at <u>elhunt@ilstu.edu</u> with questions.

Illinois Student Assistance Commission

College Illinois! 529 Prepaid Tuition Program Available to Families



The College Illinois!® 529 Prepaid Tuition Program is committed to helping make college more affordable for Illinois families by offering parents a way to lock in the cost of college by prepaying for their child's future college tuition at

today's plan rates. College Illinois! will cover the tuition and mandatory fees at the college or university in their plan – no matter how high tuition climbs by the time their child is ready to attend. And College Illinois! isn't limited to Illinois public institutions – the value of plan benefits can be applied at private and out-of-state schools.

More than 30,000 students have already gone to colleges nationwide using College Illinois!. A College Illinois! 529 Prepaid Tuition Plan can help make college possible for families across the state, so administrators and educators are encouraged to share information about this important option with families who are beginning or in the midst of the college planning process.

- Consider forwarding via email or share on social media the College Illinois! <u>explainer</u> <u>video</u>, which offers a short overview to introduce parents to the program.
- Schedule a College Illinois! <u>information</u> <u>session</u> for the parents in your school district.
- Place College Illinois! <u>brochures</u> in school offices. Brochures can be ordered by calling (847) 831-8013.

For additional information call Sandra Houston, director of College Illinois!, at (312) 814-6306 or email <u>sandra.houston@isac.illinois.gov</u>.

Midwestern Higher Education Compact

K-12 Districts and Schools Eligible to Utilize MHEC Contracts

K-12 districts and schools in Illinois are eligible to utilize Midwestern Higher Education Compact (MHEC) contracts, depending on the vendor. Below is a breakdown by category of the vendor contracts available:

Hardware: Dell, HP Enterprise, HP Inc., and Lenovo

Software: VMware/Arrow, Corel, and SAS

Printers and Peripherals: Xerox

Data and Voice Networking: Ciena/Walker

Technology Services: Info-Tech and Parchment

For more information on MHEC, please visit <u>http://www.mhec.org/</u>.

Funding and Disbursements

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 <u>www.isbe.net/funding/excel/title1-census-fy17.xlsx</u>.

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.ht ml, 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 <u>scray@isbe.net</u> or (217) 782-5256.

In Brief

Educator Recognition

- Congratulations to the Illinois Principals Association/Horace Mann 2016-17 Principals of the Year. The award winners are:
 - Elementary Principal of the Year Aimee Kasper, Kishwaukee Elementary School, Rockford School District 205
 - Middle School/Junior High Principal of the Year – Charley Cass, Central Junior High School, Frankfort CUSD 168
 - High School Principal of the Year Robert Nolting, Victor J. Andrew High School, Consolidated High School District 230

 Assistant Principal of the Year – Andrew Johnson, Teutopolis High School, Teutopolis CUSD 50

School Recognition

• Lombard Elementary District 44 recently won a Gold Sustainable Award from the Illinois Landscape Contractors Association for its naturebased playground at William Hammerschmidt Elementary School. WHS Learn+Play Gardens was the only project in Illinois to receive the honor. Read more at www.sd44.org/pages/Lombard_IL/News/WHS_ Learn_x2b_Play_Gardens_Wi. Congratulations to the Lombard community!

Student Recognition

• Two Illinois students were named the state's top youth volunteers for 2016 in the 21st annual Prudential Spirit of Community Awards. **Jungin Angie Lee of Naperville** and **Nicolas Ramkumar of Champaign** each will receive a \$1,000 award, an engraved silver medallion, and a trip to Washington, D.C., this spring for the program's national recognition events. More than 29,000 youth from across the country participated in this year's program. Congratulations, Jungin and Nicolas!

Educator Opportunities

- The Illinois Association of School Administrators' Aspiring Superintendent Summer Academy is a program for school leaders who are thinking about becoming a superintendent. The five-day program will hone participants' leadership knowledge and skills and give them a view of the modern superintendency. For more information and questions, contact Cherry Middleton at (217) 753-2213 or cmiddleton@iasaedu.org.
- The 33rd annual **National Resource Center for Paraeducators Conference** will take place April 1-3 in Oak Brook. Sponsored by the Illinois Education Association and the National Education Association, the event will include interactive sessions on the Every Student Succeeds Act, literacy and math instruction, effective behavior management, and more. For more details and to register, go to <u>www.nrcpara.org/conference</u>. If you have questions, contact Jennie Young at

jyoung@nea.org, Kathi Griffin at kathi.griffin@ieanea.org, or Emily Phillips at para@nrcpara.org.

• The National Principals Leadership Institute will hold its 19th annual Summer Institute July 9-14 in New York City. Participants will look at common attributes of successful leaders, describe the leadership demands of their settings, and compose a Personal Leadership Action Plan. For more details and to register, visit <u>https://npli.squarespace.com/2016-summerinstitute-1/#2016-summer-institute</u>.

School Opportunities

- The National Principals Leadership Institute (NPLI), in partnership with TD Ameritrade, is seeking applicants for the **2016 NPLI School Innovation and Change Awards**. Winning schools will receive a \$10,000 grant. The deadline to apply is April 1. For more information, visit <u>https://npli.squarespace.com/sicaapplication/#logo</u>.
- 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) 672-7492, ext. 1, or <u>beatrice@kidsexplorerclub.com</u>.

Student Opportunities

• The American Legion Illinois Premier Boys State program teaches citizenship and gives youth the opportunity to learn about government "by doing" through a weeklong camp. This year's session will take place June 11-17 at Eastern Illinois University. To learn more and to register, visit <u>http://illinoisboysstate.org/</u>.

School Maintenance

• The Environmental Protection Agency's Center of Expertise for School IPM (integrated pest management) is offering an "IPM for Turf on School Grounds" webinar on March 15. For more details, visit <u>https://epawebconferencing-</u> events.acms.com/content/connect/c1/7/en/events/e vent/shared/100012997/event_landing.html?scoid=100004877.

Employment Opportunities

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