



May 11, 2016

Message From State Superintendent Tony Smith, Ph.D.

Hello,

The 52nd class of U.S. Presidential Scholars was announced last week, and I am pleased to report that four Illinois students are among the 160 high school seniors across the country receiving this prestigious honor.

The program traditionally recognizes the country's most distinguished graduating seniors who show outstanding achievement in education, civics, and the arts. For the first time this year, the program now recognizes students who show ability and accomplishment in career and technical education. Only 20 students were selected nationwide to be the inaugural U.S. Presidential Scholars in Career and Technical Education. Illinois has two students who've earned this extraordinary distinction: Sierra R. Day of Cerro Gordo High School and Madeline P. Poole of Chicago High School for Agricultural Sciences.

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In September, the State Board adopted new, more measurable goals, including ensuring that 90 percent or more of our students graduate from high school college and career ready. Sierra and Madeline's accomplishments show the value and strength of high-quality career and technical education programs to prepare our students to compete on a global level for 21st-century jobs.

In addition to the Career and Technical Education scholars, the 2016 U.S. Presidential Scholars include one young man and one young woman from each state, the District of Columbia and Puerto Rico, and from U.S. families living abroad, as well as 15 chosen at-large and 20 U.S. Presidential Scholars in the Arts.

Illinois' two other U.S. Presidential Scholars are Samuel H. Detmer of Walter Payton College Preparatory School in Chicago and Elizabeth H. Keller of Hinsdale Central High School. Samuel, Elizabeth, Sierra, and Madeline will each receive a Presidential Scholar Medallion during an awards ceremony in Washington, D.C., on June 19.

The U.S. Presidential Scholar award is one of the highest honors an American high school student can receive, and I am extremely proud of each of Illinois' four winners and the hard work and passion they've poured into their achievements. Their accomplishments show what's possible when effective

and well-trained educators instill a love of learning and high expectations in their students to nurture and support their talents.

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.

- National School Nurse Day May 11 (http://www.nasn.org/AboutNASN/NationalSchoolNurseDay)
- Deadline to apply to serve on the Illinois Advisory Council on Bilingual Education May 13
- 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)
- Part 1 (Public Schools Evaluation, Recognition and Supervision), Part 20 (Standards for Endorsements in Elementary Education), Part 25 (Educator Licensure) and Part 26 (Standards for Endorsements in Early Childhood Education and in Elementary Education) – Public comment ends May 16
- Deadline to complete the Educator Data Survey May 17 (www.surveymonkey.com/r/J53XB23)
- "Pump Up P.E.: Promote Health, Learning, & Lifelong Fitness" training May 24 (http://iphionline.org/pump_up_pe_springfield/)
- Webinar on guidelines for entering 2016 salary data into Employment Information Systems May 25 (https://attendee.gotowebinar.com/register/4206849509939692545)
- Deadline to apply for ISBE's 2016-17 Student Advisory Council May 27 (www.isbe.net/sac/)
- **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)
- Part 30 (Programs for the Preparation of Principals in Illinois), Part 33 (Programs for the Preparation of Superintendents in Illinois) and Part 235 (Early Childhood Block Grant) Public comment ends June 13
- **Procurement in the 21st Century workshop** June 15-16 (http://webprod1.isbe.net/cnscalendar/asp/eventlist.asp)
- Deadline to apply for the 2016 Illinois Transportation Enhancement Program Cycle June 17 (www.idot.illinois.gov/transportation-system/local-transportation-partners/county-engineers-and-local-public-agencies/funding-opportunities/ITEP)
- "Lead, Focus, Connect: Classrooms in Action Summer Expedition" conference June 21-22 (www.isbe.net/common_core/htmls/workshops.htm#new)
- **Deadline to apply for initial registration as a nonpublic school** June 25 (www.isbe.net/nonpublic/pdf/87-01 np entity.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
- Deadline to submit the FY17 Continuation Applications for the Alternative Learning Opportunities Programs (ALOPs) June 30 (www.isbe.net/spec-ed/html/alop.htm)
- ISBE offices closed for Independence Day July 4

- Postmark deadline for waiver applications to be considered by the General Assembly in fall 2016 –
 Aug. 12, 2016 (See www.isbe.net/isbewaivers/default.htm for public notice requirements for all waiver requests.)
- ISBE offices closed for Labor Day Sept. 5
- Deadline to submit FY 2017 School District Budget/Joint Agreement Forms to ISBE Oct. 31 (www.isbe.net/sfms/budget/default.htm)

Every Student Succeeds Act

New Date Added to ESSA Listening Tour

An additional date has been added to ISBE's listening tour to collect feedback on the new Every Student Succeeds Act (ESSA).

The tour will stop National Louis University's downtown Chicago campus, 122 S. Michigan Ave., on May 19. For more details and a complete schedule of listening tour dates, visit www.isbe.net/essa.

With assistance from the Regional Offices of Education, ISBE is holding meetings across the state to provide overview information on ESSA and allow participants to share their ideas on how this important law should be implemented.

The tour is the first opportunity to provide input on ESSA. ISBE will also engage stakeholders throughout the process until full implementation takes place in 2017-18.

Summer Conference

Lead, Focus, Connect: Classrooms in Action Summer Expedition June 21-22

ISBE and the Illinois Association of Regional Superintendents of Schools are hosting the "Lead, Focus, Connect: Classrooms in Action Summer Expedition" conference on June 21 and 22 at the Crowne Plaza in Springfield.

The conference will update participates on various state initiatives and focus on topics including math, English language arts, science, instructional supports, standards-based reporting, social science, and the Partnership for Assessment of Readiness for College and Careers (PARCC). Presenters will include classroom teachers and school leaders, Regional Office of Education representatives, and ISBE content specialists.

The June 21 conference aims to update and expand educators' knowledge of current state initiatives. June 22 will provide targeted, classroom-specific practices and resources.

Go to

www.isbe.net/common_core/htmls/workshops.htm#n ew for the complete list of conference sessions and the registration form. The deadline to apply is June 7.

School Business Services

School District/Joint Agreement Budget Forms Now Available

The fiscal year 2017 School District/Joint Agreement Budget forms (ISBE Form 50-36/50-39) are now available on the School Business Services Division website with related additional information and instructions. The forms can be found at www.isbe.net/sfms/budget/default.htm.

- FY2017 School District/Joint Agreement Budget, ISBE Form 50-36/50-39
- Links to Current Rules and School Code Requirements.
- Dates to Remember
- Additional Help Guides and Other Useful Links

FY 2017 School District Budget/Joint Agreement Forms must be submitted to ISBE no later than **Oct.** 31. The School Code, Section 17-1 (105 ILCS 5/17-1), requires school districts/joint agreements to electronically submit the adopted 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. Additional deadline dates are included in the webpage.

Amended FY 2016 budgets must be completed and adopted no later than June 30. Please submit the amended budgets to ISBE through the <u>Attachment Manager</u> to School Finance Reports (SFR).

Special Education Services

Grant Proposals Due June 3

The following grant proposals are now being accepted and are due by June 3:

- Illinois Service Resource Center Entities experienced in providing technical assistance and professional development relative to the mental health and behavioral services for students with hearing and/or vision loss are eligible to apply. (www.isbe.net/funding_opps/htmls/rfp.htm)
- Illinois Statewide Assistive Technology
 Exchange Network This grant seeks an entity
 to establish an exchange program for recycling
 computers and other technology and donating the
 refurbished equipment to public schools and
 parents in Illinois, free of charge, through an
 application process.

(www.isbe.net/funding opps/htmls/rfp.htm)

• Illinois Statewide Assistive Technology Device Loan Program – This grant seeks an entity that will loan assistive technology devices to school districts once the Individualized Education Program (IEP) team has identified the appropriate device to meet the student's assistive technology needs.

(www.isbe.net/funding_opps/htmls/rfp.htm)

• Illinois Statewide Assistive Technology
Training and Resources - This grant seeks an entity to provide technical assistance and training to educators and other users of assistive technology regarding how such technology is used to promote a student's involvement with the general education curriculum, interaction with peers, and to assist the student in attaining postsecondary goals.

(www.isbe.net/funding_opps/htmls/rfp.htm)

School Health Issues

Guidance on Rule 226.800(k) Related to Nursing Services

Schools are required to assure that all administrators, teachers, school support personnel, and professional staff are properly licensed and qualified for their assignments. In addition, the district is to ensure that

paraprofessionals are assigned only to tasks for which their approval is valid. Paraprofessionals and other non-licensed personnel must be utilized in compliance with the School Code and the Regulations as established by ISBE (www.isbe.net/recognition/pdf/compliance-probe-ref-guide.pdf).

A recent regulation, 226.800(k), adds clarifying language to supplement 1.760, which requires that staff performing nursing services be properly licensed as nurses (LPN or RN). To ensure compliance with both the School Code and ISBE rules, school staff should review the job descriptions and duties of their paraprofessionals and teacher aides and consider other staffing arrangements, if necessary, to be compliant with regulation and law. Any perceived violation of an ISBE rule governing the provision of services for students with disabilities may be submitted via the complaint process at www.isbe.net/spec-ed/html/complaint_investigation.htm.

New Healthy Child and Family Development Resource Website

The Consortium for Science-Based Information on Children, Youth, and Families has launched a new web-based resource center. The website promotes healthy child and family development by highlighting science-based information for those who care for, or work with, children. The site is at http://infoaboutkids.org/.

Health Insurance Coverage Parity Training

Health insurance consumers and behavioral health and substance use disorder care providers are invited to participate in an in-person training session on health insurance coverage parity.

The training session, "Health Insurance Coverage Parity: What Consumers and Providers Need to Know about Navigating Behavioral Health and Substance Use Disorder Care through Health Insurance Plans," includes live presentations from the state agencies involved in parity coverage issues followed by a question-and-answer session with attendees.

The event is free. A list of training dates and locations is available at

www.isbe.net/learningsupports/pdfs/insurance-parity-events-flyer516.pdf.

To preregister or ask questions, contact <u>Carol.West@illinois.gov</u> or (312) 848-7398 (for Moline, Rockford, Normal, and Collinsville) or <u>Natalie.Pacheco@illinois.gov</u> or (312) 805-9523 (for Chicago).

Additionally, the Illinois Department of Insurance (DOI) has a "Consumer Toolkit for Navigating Behavioral Health and Substance Use Disorder Care Through Your Health Insurance Plan." This toolkit is a free, step-by-step, plain-language template that families and providers can use to submit requests for pre-authorization of medically necessary behavioral health services to insurance companies. Additionally, DOI directed resources within the Office of Consumer Health Insurance (OCHI) in response to families looking for assistance in navigating access to mental health and substance use disorder needs within their health insurance plans. Illinois residents can call OCHI toll-free at (877) 527-9431 8 a.m. to 5 p.m. Monday through Friday.

Illinois Student Assistance Commission

Free ISAC Transcript Exchange Service for Schools and Students

Since 2011, the Illinois Student Assistance Commission (ISAC) and Parchment have offered the ISAC Transcript Exchange service to all public and private high schools in Illinois. This partnership facilitates the electronic exchange of transcripts and other admissions documents between high schools and colleges.

ISAC is pleased to announce that the agreement between ISAC and Parchment will be extended for another three years. This extension means the software, upgrades, training, and support for this cost-saving, efficient service will continue to be free of charge for Illinois high schools.

The new contract also expands the free network for Illinois high school students, who can now request an electronic transcript to any destination worldwide at no cost. Formerly, the free service covered electronic transcripts sent to the 12 states participating in the Midwestern Higher Education Compact (MHEC).

Students can now also send electronically to the NCAA, Common App, and any other electronic destination at no cost. Students have the option to send to paper destinations for \$2.25.

Under this new contract, alumni will see a \$3.15 fee when placing an electronic transcript request. Current students transition to alumni status on Aug. 1 after their graduation year.

The contract changes took effect on April 14. For more information, contact Julie Henschel at Julie.Henschel@isac.Illinois.gov or (847) 831-8349.

Innovation and Improvement

Teacher and Administrator Feedback Sought for New Educator Data Dashboard

ISBE is developing an Educator Data Dashboard for Regional Offices of Education, districts, schools, and classrooms that will provide access to local and state data in an easy to understand format to help educators.

All teachers and administrators are asked to provide feedback on what data should be included in a dashboard at all levels. Input can be submitted through the Educator Data Survey at www.surveymonkey.com/r/J53XB23. The survey will be open until May 17.

A webinar has been recorded and posted at https://attendee.gotowebinar.com/recording/43404588 https://attendee.gotowebinar.com/recording/43404588</a

There is an optional portion of the survey for respondents to provide additional information as well as participate in focus groups and a pilot of the dashboard. If you have questions, please contact the outreach team at outreach@isbe.net.

Data Analysis

May 25 Webinar on Guidelines for Entering 2016 Salary Data into EIS

ISBE is hosting a webinar from 1 to 3 p.m. May 25 that will define and review the guidelines for entering 2016 salary data into Employment Information Systems (EIS). This webinar will assist users with entering salary data as well as provide an update on relevant changes in EIS.

Please sign up to reserve your spot at https://attendee.gotowebinar.com/register/4206849509 939692545.

A question-and-answer session will be conducted at the end of the webinar. For tutorials explaining data entry with both EIS submissions and batch uploads, please see our EIS Basics Course at www.isbe.net/eis/html/training.htm.

For further EIS assistance, please contact the EIS Help Desk at (217) 782-3950 or email <u>datahelp@isbe.net</u>. For technical assistance with IWAS, please contact the ISBE Help Desk at (217) 558-3600.

Funding and Disbursements

2015-16 Pupil Transportation Claim Reimbursement System Now Available

Please be advised that the Pupil Transportation Claim Reimbursement System (PTCRS) is now available for local education agencies to enter claim data for the 2015-16 school year. Please refer to the 2015-16 Pupil Transportation Reimbursement Claim Instructions at www.isbe.net/funding/pdf/pupil_reimburse_instruct.pdf for assistance in completing the claim.

Please note the following change to the claim instructions for 2015-16:

 Page 14 – Added further information in regards to revenues that offset expenditures in Line 19C.
 When looking at the AFR and a grant is reported in another fund other than fund 40, the expenditures reported in that fund needs to offset said amount in other revenue (Line 19C) when filing your transportation claim.

Per statute, the Annual Pupil Transportation Reimbursement claim is due to ISBE on or before Aug. 15. If you have questions regarding PTCRS, please contact Mark Morten at mmorten@isbe.net or call (217) 782-5256.

Employer's TRS Contribution on Federally Funded Salary for Summer Activities

The Teachers' Retirement System (TRS) requires earnings for summer work to be reported on an accrual basis. Earnings for work performed in June 2016 must be reported on the 2015-16 TRS Annual Report, even if the member is not paid for the June work until July or August. The 2015-16 TRS and THIS contribution rates apply to accrued earnings for work performed in June, regardless of when the June earnings are paid to the teacher.

Earnings for work performed in July and August 2016 must be reported on the 2016-17 TRS Annual Report. The 2016-17 TRS and THIS contribution rates apply to accrued earnings for work performed in July and August, regardless of when the July and August earnings are paid to the teacher.

Based on several questions from the field regarding what federal TRS rate to use for SUMMER salaries, the Teachers' Retirement System (trs.illinois.gov/) has instructed local educational agencies to use the new employer TRS contribution on federally funded salaries that are providing services AFTER the start of the new fiscal year (July 1, 2016). Below are three scenarios and what federal TRS rate to use in each scenario:

- FY 2016: federally funded staff/teachers that have completed their assignments by June 30, 2016, but being paid after July 1: The CURRENT RATE (FY 2016) applies (36.06 percent).
- 2. FY 2016: federally funded staff/teachers providing services and being paid after July 1: The NEW RATE (FY 2017) applies (38.54 percent). (Please note that an FY 2016 amendment may be needed in this scenario.)
- 3. FY 2017: federally funded grant staff: The NEW RATE applies (38.54 percent).

More information is available on the TRS website at http://trs.illinois.gov/employers/payments/contributions.htm.

Further questions can be directed to the TRS Employer Services Division at employers@trs.illinois.gov or (888) 877-0890.

Deadline for Final FY 2016 State & Federal Grant Amendments & End Date Extensions

Many state and federal grant projects are approaching a June 30 end date for obligating fiscal year 2016 grant funds. All state and federal project end date extension requests and final budget amendments must be received at ISBE no later than 30 calendar days prior to the end date of the project.

As a reminder, please be advised of the following regarding the need for a project end date extension:

- An end date extension past June 30 is NOT needed for regular term staff salaries paid on a 12-month salary schedule.
- An end date extension past June 30 is NOT needed to pay obligations (e.g., purchase order for supplies) incurred June 30 or prior.
- An end date extension past June 30 IS NEEDED for new activities and obligations incurred July 1 or later (e.g., Summer School, Professional Development).

Final amendments for state and federal grants with a project end date of June 30, 2016, must be received by ISBE no later than May 31, 2016. For those grants with a project end date of Aug. 31, 2016, the last day amendments will be accepted is Aug. 1, 2016. However, budget increases for state-funded grant projects must be received by June 30, even if the project end date has been extended. For grant applications in the electronic Grants Management System (eGMS), the deadline is also referenced on the Program Overview page under "Amendment Due Date."

Note to Special Education and Education for Employment Cooperative Administrators: Member district amendments need to be submitted to the Cooperative/EFE Administrator timely to accommodate a final review for accuracy and approvability before acceptance and approval to ISBE on or before the May 31/Aug. 1 deadline.

Questions regarding this information can be directed to Funding and Disbursements at (217) 782-5256.

Update on Criminal Background Checks

Districts Urged to Register for CHIRP Web Portal for Criminal History Records

In an effort to reduce costs and improve efficiency, the Illinois State Police (ISP) Bureau of Identification will soon be unable to print and mail criminal history responses to districts and other users. The ISP currently offers the Criminal History Information Response Process (CHIRP) web portal to registered users, which provides electronic responses. The website gives customers unlimited access to electronic criminal history record responses during the life span of the response. Please register and begin utilizing CHIRP as soon as possible in order to avoid any future disruption in the delivery of responses.

CHIRP is available at

https://chirp.isp.state.il.us/CHIRP/login.action.

The troubleshooting guide may be requested from the Bureau of Identification Customer Support Unit. All IT-related support questions should be directed to your agency's help desk prior to contacting the ISP Customer Support.

If you have questions about the CHIRP website, contact the Customer Support unit at BOI_Customer_Support@isp.state.il.us.

In Brief

Student Recognition

• Tremont High School's Roboteers Team 2481
won first in the FIRST (For Inspiration and
Recognition of Science and Technology) Robotics
Competition in St. Louis. More than 20,000
students from around the globe participated in the
FIRST Championship events, and Tremont
students were part of an alliance of four teams to
be named world champions. Congratulations,
Roboteers!

Upcoming Events

- May is Better Hearing and Speech Month and the theme for 2016 is "Communication Takes Care." The U.S. Department of Education's Office of Special Education Programs would like to help raise awareness about the importance of face-to-face communication and encourage the public to make time for device-free interaction when possible. For more information and resources, visit www.asha.org/bhsm/.
- Learn how to create schools tailored to your students and community at the Midwest Charter Design Institute on May 14 at Robertson Charter

- School, a community-based charter in Decatur. Space is limited, so register early at www.eventbrite.com/e/midwest-charter-design-institute-tickets-24327927486. Learn more at www.incschools.org.
- The Regional Offices of Education in Region 5
 will host the Midwest New Directions
 Conference on June 14-15 in Collinsville. The
 conference aims to bring the biggest and best
 names in education to present on the most up-todate and relevant topics. For more information and
 to register, visit www.directionsconference.com/.

Professional Development

- Lewis University, in partnership with the Illinois Association of School Nurses, is offering a twoday workshop for registered nurses working in schools. It will present an overview of the legalities of working in schools, nursing responsibilities, overview of special education processes, preparation for emergencies and disaster, application of the nursing process in a school setting, state and national standards of school nursing, and guidelines for running a school health offices and a month-by-month overview of school health services. It is designed for nurses who do not hold a Professional Educator License endorsed in school nursing. The workshop will be held in Springfield on June 15-16 (www.lewisu.edu/rn-working-in-schoolsspringfield/index.htm) and in Oak Brook on Aug. 1-2 (www.lewisu.edu/rn-working-in-schools).
- A variety of Modeling Workshops are planned for this summer. Most are three-week workshops that thoroughly treat the pedagogy using approximately one semester of the content for a high school physics, chemistry, physical science, biology, or middle school course. A list of workshops and more details are available at http://modelinginstruction.org/summer2016-workshops/.

Classroom Resources

Two new video podcasts from the Illinois
 Department of Natural Resources Division of Education are available to show kindergarten and first-grade teachers how implementing a schoolyard wildlife habitat project can help meet Next Generation Science Standards. Go to

http://www.dnr.illinois.gov/education/Pages/grant s.aspx and look in the "Illinois Schoolyard Habitat Action Grant and the NGSS" section of the page. Additional video podcasts are planned to show the correlations at other grade levels as well.

Student Opportunities

 The Tourette Syndrome Camp Organization will host the 23rd annual Tourette Syndrome Camp USA from June 26 to July 2 at YMCA Camp Duncan in Ingleside. The camp serves boys and girls ages 7-16. Details and registration information is available at www.tourettecamp.com.

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.