



Weekly Message

July 25, 2017

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 www.isbe.net.

- **Deadline to submit FY 2018 Educational Surrogate Parent Training Program RFP** – July 25
- **Employee evaluations due in EIS** – Aug. 1
- **Deadline to submit comments on ED regulations** – Aug. 1
- **School Nutrition Programs Back to School Conference** – Aug. 2-3
(www.isbe.net/Pages/SNPB2S.aspx)
- **Back to School Administrators Webinar** – Aug. 9
- **Postmark deadline for waiver applications to be considered by the General Assembly in fall 2017** – Aug. 11 (See www.isbe.net/Pages/Waivers.aspx for public notice requirements for all waiver requests.)
- **Public comment period ends for proposed amendments to Parts 23 and 75**– Aug. 14
(www.isbe.net/rules)
- **Deadline to submit Annual Pupil Transportation Reimbursement claim** – Aug. 15
- **Illinois State Board of Education meeting** – Aug. 16 (www.isbe.net/Pages/Illinois-State-Board-of-Education-Calendar.aspx)
- **IDPH and ISBE School Health Update webinars** – Aug. 23 (<https://www.isbe.net/pages/school-health-issues.aspx>)
- **Deadline for Illinois Bicentennial Celebration student video contest submissions** – Aug. 31
(<http://illinois200.marsdigitalmedia.com/index.htm>)
- **ISBE offices closed for Labor Day** – Sept. 4
- **Illinois State Board of Education meeting** – Sept. 13-14 (www.isbe.net/Pages/Illinois-State-Board-of-Education-Calendar.aspx)
- **ISBE offices closed for Columbus Day** – Oct. 9
- **Illinois State Board of Education meeting** – Oct. 18 (www.isbe.net/Pages/Illinois-State-Board-of-Education-Calendar.aspx)
- **Deadline to submit FY 2018 School District Budget/Joint Agreement Forms** – Oct. 31

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Illinois Bicentennial Celebration

Video Contest for Illinois High School and College Students

Illinois high school and college students across the state are invited to submit a 45-60 second self-made video highlighting a fact, event, place, person, or something to learn about the incredible history of Illinois.



One hundred winners will have their video aired and posted as part of the 100 Day Bicentennial Countdown. Each winner whose video is selected will receive two tickets to the Dec. 3 Chicago matinee performance of *Hamilton*. Deadline for video submissions is Aug. 31. For more details, please visit <http://illinois200.marsdigitalmedia.com/index.htm>.

Back to School

2017 Back to School Webinar with Superintendent Smith

State Superintendent Tony Smith will lead a webinar for district administrators at 1 p.m. on Aug. 9 in preparation for the 2017-18 school



year. He will speak about funding for schools, address new developments in state implementation of the Every Student Succeeds Act, and update district administrators on state assessments and other key ongoing education initiatives. He will also discuss the resources that will be provided to administrators as they launch into the new school year.

A portion of the webinar will be devoted to answering questions. Participants are invited to email questions to backtoschool@isbe.net by Aug. 4. A list of most frequently asked questions will be compiled and addressed during the webinar.

To register, please go to

<https://attendee.gotowebinar.com/register/1032827730899995906>.

Nutrition Programs

'Team Up for School Nutrition Success' Webinar on Special Diets Set for July 27

Want to know how schools can effectively manage special diet requests for school meals? Join the U.S. Department of Agriculture for "Team Up for Special Diets!" to learn best practices for managing special diets in school meal programs.

The webinar, part of the "Team Up for School Nutrition Success" series, is set for **2 p.m. on July 27**. The speakers include:

- **Robert Contreras**, director of the Civil Rights Division for the USDA Food and Nutrition Service in Alexandria, Va., will present information on accommodating disabilities in school meal programs and how school nutrition professionals can comply with federal laws on disabilities.
- **Amy A'Hearn**, director of Food and Nutrition Services for Southeast Polk Community School District in Pleasant Hill, Iowa, will share her district's best practices for handling special diet requests and training food service staff to prepare meals for students with disabilities.

For more information and to register, please visit

<https://register.gotowebinar.com/register/1787050926291602946>.

School Business Services

Contact ISBE about Facility Problems Due to Flooding

ISBE is aware that many schools in the northern part of the state have been experiencing facility problems due to the flooding caused by the recent heavy rains. The agency may be able to provide technical assistance on a case-by-case basis. Please contact Dan Johnson, School Business Services, if your district has

experienced such problems. He can be reached at (217) 785-8779 or dajohnso@isbe.net.

Requirements for School Treasurer Bonds

Section 3-8 and Section 8-2 of the School Code (105 ILCS 5/3-8 and 105 ILCS 5/8-2) require regional superintendents of schools to file an affidavit with ISBE that shows which school district treasurers in their region are properly bonded. This affidavit must be filed before Sept. 1 of each year. Copies of the actual school treasurer bond should not be filed with ISBE.

Section 8-2 of the School Code (105 ILCS 5/8-2) requires each school district treasurer to be properly bonded. The penalty of the bond shall be 25 percent of the amount of all bonds, notes, mortgages, moneys, and effects of which the treasurer is to have custody at any given time. The bond shall be increased or decreased from time to time, as the increase or decrease of the amount of notes, bonds, mortgages, moneys, and effects may require. The bond shall be payable to the township trustees of schools over the district or payable to the school board of the district, whichever is applicable. The bond shall be filed with the regional superintendent of schools. Again, school districts should not file a copy of their bonds with ISBE.

For additional information on ISBE’s interpretation of this section, please refer to the State Superintendent’s Weekly Message for May 3, 2010, and May 11, 2010, which can be accessed at <https://www.isbe.net/Pages/Illinois-State-Board-of-Education-Superintendents-Weekly-Message.aspx?Year=2017>.

Section 3-8 of the School Code (105 ILCS 5/3-8) describes the duties of the regional superintendent of schools upon receipt of the treasurer bonds. When the bond of any school treasurer is filed with the regional superintendent of schools, the regional superintendent shall carefully examine it. If the bond is found to be in all respects according to law and the sureties sufficient, the regional superintendent shall endorse it and file it with the papers of his/her office. If the bond is in any respect defective or if the sureties are insufficient, the bond shall be returned for correction.

In Cook County, the responsibilities and duties of the regional superintendent of schools detailed in Section 3-8 and Section 8-2 of the School Code (105 ILCS 5/3-8 and 105 ILCS 5/8-2) will be assumed by the respective Intermediate Service Center.

An electronic version of the affidavit and other information can be found at <https://www.isbe.net/Pages/School-Treasurer-Bonds.aspx>.

Please contact Michelle Heninger, School Business Services Division, at (217) 785-8779 or mheninge@isbe.net with any follow-up questions.

School Health and Wellness

2017-18 School Health Update Webinars

The Illinois Department of Public Health (IDPH) and ISBE are each hosting webinars regarding school health updates for the upcoming school year on Aug. 23.

All school nurses and others who are responsible for school health compliance and reporting requirements are invited to attend both webinars on Aug. 23. The training will be delivered in two parts. IDPH will present at 1 p.m. and ISBE will present at 2:30 p.m. Participants may attend one or both of the live sessions or view recorded presentations at a later date. The live presentations will include live Q&A. The recorded presentations, along with registration links and downloadable slides, will be available Sept. 1. Each session will provide 1.25 Continuing Nurse Education hours for nurses. Registration information provided below.

IDPH School Health Update

<https://attendee.gotowebinar.com/register/4280005525762972162>

ISBE School Health Update

<https://attendee.gotowebinar.com/register/4777051851727054082>

Registration Underway for ‘RNs Working in Schools’ Workshop

A two-day “Workshop for RNs Working in Schools” will be held Sept. 6 and Sept. 20 in Vandalia. “RNs

Working in Schools” is a course designed for nurses who do not hold ISBE Professional Educator License endorsed in school nursing.

This workshop provides an overview of all the facets of being a nurse in the school setting since school nursing is a specialization and many nurses entering school nursing from other fields feel overwhelmed when they transition to a position in a school setting. It is a two-day workshop presenting 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 school health offices, and a month-by-month overview of school health services.

The content is delivered by presentations, Q&A, discussions, and lots of handouts and documents for continued use. Continuing education credit is provided to all participants who attend the entire two days and complete the evaluation. This workshop is an annual one provided to help assure that nurses working with schoolchildren are prepared prior to seeking a Professional Educator License in School Nursing. Register at www.lewisu.edu/rn-working-in-schools-vandalia/.

Nonpublic Schools

ISBE Seeking Applicants for Ombudsman Position

ISBE is seeking interested applicants to serve in the contractor position of ombudsman. In general, the ombudsman acts on behalf of nonpublic schools to help ensure that Local Education Agencies (LEAs) compliance with consultation and implementation requirements under the Every Student Succeeds Act (ESSA).

The ombudsman fulfills this charge by:

- Providing technical assistance to both LEAs and nonpublic schools regarding
 - The consultation process;
 - Allowable uses of funds by nonpublic schools under ESSA;
 - Implementation of planned services;

- Assisting with resolution of conflicts and complaints that arise between LEAs and nonpublic schools;
- Enforcing ESSA requirements as needed;
- Reporting to ISBE staff and/or the Nonpublic School Advisory Council as requested and as appropriate on work done and on recommendations to improve LEA/nonpublic school relations;
- Performing other duties as appropriate in relation to LEA/nonpublic school grant program consultation and implementation.

Additional information on nonpublic schools can be found at [ISBE’s Nonpublic Website](#). Additional information on the role of the ombudsman can be found within the Non-Regulatory Guidance: Fiscal Changes and Equitable Services Requirements under the Elementary and Secondary Education Act of 1965, as amended by ESSA. (See sections 1117 and 8501.)

West 40 will be the business agent for the contractor assigned to serve as the ombudsman required under ESSA (Sec. 1117) to "help ensure equitable services are provided to private school children, teachers, and other educational personnel." All work shall be assigned and managed by ISBE while having the ombudsman work through West 40. This allows the roles to maintain some objective distance from ISBE.

Interested applicants should submit a letter of interest and resume to Dr. Gary Greene via email at ggreene@isbe.net. The extended deadline to respond is **Aug. 8**.

Title II and Title IV

Letters to Congress about Federal Budget

Previously, ISBE requested comments and examples of how potential cuts to Title II and Title IV of the Every Student Succeeds Act would impact schools and districts in Illinois. This past week ISBE sent letters to the member of the Illinois congressional delegation and the chairman and ranking members of the House Appropriation Committee and Subcommittees conveying our concern regarding [Title II](#) and [Title IV](#). Thank you for helping us make such a persuasive argument. We will keep you informed as the federal budget conversation progresses.

Early Childhood Education

Notice of Intent to Submit FY 2018 RFP

Submission of the Intent to Apply is required in order to access the fiscal year 2018 Prevention Initiative electronic Request for Proposals (RFP) and the FY 2018 Preschool for All Expansion 3 to 5 years RFP. **Please note:** Any Notice of Intent submission with regard to Early Childhood funding from spring 2017 is now void and will not be used in the FY 2018 RFP process for this one-year funding opportunity.

- FY 2018 Birth to 3 Years Notice of Intent to Submit Proposal - [Prevention Initiative](#)
- FY 2018 Preschool for All Expansion 3 to 5 Years Notice of Intent to Submit Proposal - [Preschool for All Expansion 3 to 5 Years](#)

Questions regarding the Intent to Submit surveys can be sent to earlychi@isbe.net.

Call for RFP Evaluators

ISBE's Early Childhood Education Division has issued a call for evaluators for the FY 2018 RFP: Prevention Initiative Birth to Age 3 and Preschool for All Expansion Model State. To apply, please complete the [survey](#). In submitting this application, you are volunteering time and expertise to complete the evaluation of approximately 10 to 20 proposals. Questions may be forwarded to the Early Childhood Education Division at earlychi@isbe.net.

Charter Schools

Charter Schools Program Grant Cohort III RFP Intent to Apply Now Available

Design teams interested in applying to the Charter Schools Program Grant Cohort III need to complete the FY 2018 RFP Intent to Apply. The secure, online RFP will be available later this month. Submission of the Intent to Apply is required in order to access the RFP. This grant is for new charter schools and can provide up to \$950,000 over 36 months to cover costs of program design and the initial implementation of the school.

The form is available at www.isbe.net/Documents/43-48A_FY18_Charter_Intent_to_Apply.pdf.

For any questions, please contact Claudia Quezada at cquezada@isbe.net or (312) 814-2200.

Funding & Disbursements

Deadline for Final FY 2017 State & Federal Grant Amendments – Aug. 31 End Dates

Please be advised that 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.

The deadline for final amendments for state and federal grants with a project end date of Aug. 31, 2017, is Aug. 1.

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

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

Grant Accountability Transparency Act

Required FY 2018 GATA Grantee Pre-Qualification Process

All grantees **must complete** the registration process and be qualified to do business with the State of Illinois.

The grantee pre-qualification registration portal may be accessed directly on the GATA website at www.illinois.gov/sites/GATA/Grantee/Pages/default.aspx.

To be qualified to **apply** for an FY 2018 grant award, an entity must complete the following four steps:

1. Authentication (New for FY 2018)

The Grantee Portal can be accessed through the Grantee Links heading on the GATA website. A personal or business email address is required to establish an account. Authentication is required through the

Illinois.gov authentication portal. It establishes or verifies the relationship between an individual and the organization they represent. Authentication is performed once for each individual associated with a registration. If your email was not previously associated with the organization that you represent, click the “Create a new account” link below the “Sign in” button. After you have entered the required information, you will receive a confirmation email that will instruct you to click a link to complete the account creation process. For help with the Illinois.gov Authentication Portal, please browse to

www.illinois.gov/sites/accounts/Pages/default.aspx. Additional instructions may also be found at

www.illinois.gov/sites/GATA/Grantee/Pages/GranteePortalFAQ.aspx.

2. Registration

Once your Illinois.gov account is created, you must return to the Grantee Portal log-in screen and enter your user name and password to continue. The system will then ask for your organization’s DUNS number. If the DUNS number for your organization is on record with GATA from the previous year, the system will associate you with your organization. The process may require the approval of the primary GATA system registrant for your organization. After accessing your entity’s registration information, you must click the “Edit” button found near the top of the screen. This will allow you to correct/confirm the listed information and select the appropriate organization type for your entity.

If the DUNS number that you enter is not found in the GATA system, the system will invite you to create a new grantee account for the entity related to that DUNS number. Please confirm that you entered the correct DUNS number before creating a new account. Creation of a new grantee account is accomplished by providing your organization’s:

- DUNS number (click [HERE](#) to view instructions on obtaining a DUNS number);
- FEIN;
- Organization type (NOTE: school districts, special education joint agreements, and education for employment consortiums should select “School District”);
- Secretary of State ID (NOTE: the following types of organizations have been deemed EXEMPT from this requirement: school districts, colleges, universities, Regional Offices of Education, special education joint agreements, and education for employment consortiums);
- Organization name; and
- Address.

3. Grantee Pre-qualification

All entities must be qualified to do business with the State of Illinois. To be qualified for a grant award, an entity must:

- Be registered in the GATA Grantee Portal system as described above;
- Have a valid DUNS number (click [HERE](#) to view instructions on obtaining a DUNS number);
- Have a current SAM.gov account (click [HERE](#) to view instructions on obtaining a SAM Cage Code);
- Not be on the Federal Excluded Parties List (click [HERE](#) to verify utilizing the Quick Search);
- Be in Good Standing with the Illinois Secretary of State, as applicable (click [HERE](#) to verify). (NOTE: The following types of organizations have been deemed EXEMPT from this requirement: school districts, colleges, universities, Regional Offices of Education, special education joint agreements, and education for employment consortiums.);
- Not be on the Illinois Stop Payment list; and
- Not be on the Department of Healthcare and Family Services Provider Sanctions list.

Pre-qualification status will be verified after Grantee Registration is submitted and nightly thereafter. If an entity has a pre-qualification issue, the specific issue and remediation support is provided through the Grantee Portal. Entities on the Federal Excluded Parties List are not eligible to do business with the State of Illinois.

4. Fiscal and Administrative Risk Assessment (ICQ)

Entities must complete an FY 2018 Internal Controls Questionnaire (ICQ) as the Fiscal and Administrative Risk Assessment. The ICQ is completed annually for each fiscal year. All state agencies will utilize the results of the ICQ. The entity can access the ICQ from the Grantee Portal. The portal provides access to prior year ICQ responses for those entities that received grants in FY 2017. The FY 2018 ICQ template must be completed prior to making application for an FY 2018 grant. The ICQ should be completed by someone with financial or accounting experience.

The status of compliance with each of the requirements described above is displayed in the Grantee Portal for each registered entity. Again, **completion of these four steps is required prior to making application for funding for FY 2018.**

Entities must also complete a programmatic risk assessment for each grant award in FY 2018. **The programmatic risk assessment will be included in each electronic grant application through ISBE. Paper grant applicants will be directed to the IWAS system once applications have been received.**

The SAM.gov registration expires annually and must be renewed to maintain your eligibility for funding. Renewal of your cage code at the SAM.gov web site **does not** require a fee.

The ISBE “GATA Grantee Status Report” provides updated status information for all ISBE grantees and can be found under “Resources” on the left side of the [ISBE GATA website](#). Please direct any questions you might have related to the GATA registration and pre-qualification process to GATA@isbe.net or (217) 782-5630.

In Brief

Educator Recognition

- **Congrats to Dr. Brian Waterman**, principal at Lyons Township High School in LaGrange, and **Nicholas Cozzi**, owner of Tropical Sno of Western Springs, who have received the [2017 Reaching out & Building Bridges Award](#) from the Illinois Principals Association. The award is sponsored by Horace Mann Companies. Great work!
- **Congrats to Brandi Bruley**, principal at North Elementary School in Taylorville, and **Dr. Femi Skanes**, principal at the Al Raby School for Community and Environment in Chicago, for receiving [2017 John Ourth and Dr. Fred Singleton Professional Development Scholarships](#), which are sponsored by the Illinois Principals Association. Awesome job!

District Recognition

- Congratulations to the following districts for receiving **District of Distinction** awards from District Administration magazine:
 - **Palos SD 118** - [Eighth Grade Capstone Program](#);
 - **Schaumburg SD 54** - [ELL Writers Hit the Target](#);
 - **Oregon CUSD 220** - [Open Program](#); and
 - **Kankakee SD 111** - [Redesign K12 for College, Careers](#).

School Opportunities

- The Illinois Farm to School Network has opened registration for the **Illinois Harvest of the Month** program for schools and early childhood education sites. For more information, visit <http://harvestillinois.org/>.

Upcoming Events

- The **Illinois-Iowa 2017 School Wellness Conference** is being held in Rock Island on Nov. 2. The conference is hosted by Illinois/Iowa Action for Healthy Kids. For more information, visit www.actionforhealthykids.org/component/events/event/515.

- The second annual **Leap InnovatED Summit** is taking place Aug. 28 at Hyatt Regency McCormick Place in Chicago. The summit will offer sessions featuring experts in education innovation and widespread networking opportunities. For more information and to register, visit www.leapinnovatedsummit.org/.

Professional Development

- The **Chicago Botanic Garden** is offering professional development opportunities to educators with a limited number of scholarships available for 50 percent off the cost of select workshops for educators working at schools with at least 50 percent of the students receiving free or reduced lunch. For more information, visit www.chicagobotanic.org/education/teacher_programs. To be considered for a scholarship, contact Rebecca Ammann at rammann@chicagobotanic.org.

ISBE Employment Opportunities

- Watch for ISBE career opportunities and find instructions for applying at www.isbe.net/Pages/Careers-at-ISBE.aspx.