



Weekly Message

Aug. 3, 2016

Message From State Superintendent Tony Smith, Ph.D.

Hello,

I hope you all are enjoying your summer! I know it may seem like the last school year just ended, but the new school year is right around the corner. I enjoyed visiting multiple schools and districts this past year and I am excited to visit many more this year. It is your creative teachers, aspirational students, innovative districts, and supportive communities that inspire me to continue traveling across the state to learn about your amazing accomplishments.

In the upcoming weeks, we will be working to make the transition into the new school year as smooth as possible. We will be holding a Back to School webinar for administrators on Aug. 17. The webinar will address the budget, the development of the state plan for the Every Student Succeeds Act, state assessments, and other key ongoing education initiatives. I want to make sure that you have the information you need and that you feel prepared for the start of the new school year, so please send your questions to backtoschool2016@isbe.net. We will compile the most frequently asked questions over the next couple of weeks and I will address them during the webinar. I will also discuss the resources that we will be providing as you launch into the new school year, including tools to help you engage the families in your communities. To register for the webinar, please visit <https://attendee.gotowebinar.com/register/4958750538627991812>.

Additionally, we have posted the spring testing dates for all of our student assessments for the 2016-17 school year to help you prepare for the upcoming year. Those can be found [here](#).

I am so appreciative of your hard work in challenging times and your unwavering dedication to serving the children of Illinois. I look forward to ongoing dialogue regarding how we can support you as you work to ensure that all kids have access to a quality education.

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>.

- **Postmark deadline for waiver applications to be considered by the General Assembly in fall 2016** – Aug. 12 (See www.isbe.net/isbewaivers/default.htm for public notice requirements for all waiver requests.)
- **Deadline to submit FY 2017 Pupil Transportation Reimbursement Claim** – Aug. 15
- **Deadline to submit FY 2017 Prevention Initiative for Birth to Age 3 Years RFP** – Aug. 15 (<http://isbe.net/earlychi/html/birth-3.htm>)
- **Deadline to submit FY 2017 Preschool for All Expansion 3 to 5 Years RFP** – Aug. 15 (<http://isbe.net/earlychi/preschool/default.htm>)
- **Deadline to file affidavit for school treasurer bonds** – Sept. 1 (www.isbe.net/sfms/html/t_bonds.htm)
- **Deadline to submit the Letter of Intent to Participate in an Alternative Survey** – Sept. 1 (www.isbe.net/5essentials/pdf/2016-17/survey-letter-of-intent-16-17.pdf)
- **Deadline to submit Employment Information System (EIS) salary data** – Sept. 1 (www.isbe.net/eis/)
- **ISBE offices closed for Labor Day** – Sept. 5
- **ISBE offices closed for Columbus Day** – Oct. 10
- **Deadline to submit FY 2017 School District Budget/Joint Agreement Forms to ISBE** – Oct. 31 (www.isbe.net/sfms/budget/default.htm)

Grant Accountability & Transparency Act

Grantee Status Report

A new grantee status report has been created and can be accessed at www.isbe.net/GATA/default.htm by clicking on the “GATA Grantee Status Report” under the “Prequalification and Registration Status” tab. Please reference this link to assess your organization's completion of the GATA requirements needed for fiscal year 2017 grant execution. ISBE will update this frequently, so please refer back to this report for the latest information.

As reminder, each grantee must complete the following:

1. Registration – Complete on the GATA website at www.illinois.gov/sites/GATA/Grantee/Pages/default.aspx.
2. Fiscal Internal Control Questionnaire (ICQ) - After completion of the registration process, an automated email will provide a link to access the grantee's State of Illinois ICQ form, which must be completed and submitted.

3. Program Risk Assessment – Access via the IWAS login portal and choose the GATA Risk Assessment System. A DISTRICT ADMIN-level user must submit the GATA Risk Assessment. The GATA Risk Assessment application link will not be available to all users. Users with district-level accounts should request access to the system internally from their administrator. Technical assistance regarding system access steps can be directed to the ISBE Help Desk at (217) 558-3600.

Grantee registration and submission of the ICQ and Program Risk Assessment are required to be completed one time by each grantee and are good for one year.

Please refer to the following data elements in the GATA Grantee Status report:

1. RCDT – Region-County-District-Type Code for each ISBE grantee.
2. Local Education Agency Name – Generic label to describe each ISBE grantee.

3. DUNS Number Used for Grantee Registration – This is the nine-digit Data Universal Numbering System number entered by the grantee at GATA registration.
4. Grantee Registration – Overall status of registration. If status is not indicated as “Complete,” refer to the adjoining columns to remedy registration issues.
5. Illinois Secretary of State Standing – If status indicates “Not Applicable,” no further action is necessary. For status indicating “Unknown,” ISBE will notify you of appropriate action (if applicable).
6. SAM.gov Account Status – If status is “Expired” or blank, please refer to the guidance for activating or creating a SAM.gov account provided at <http://www.isbe.net/GATA/default.htm> under the Prequalification and Registration Status heading.
7. Fiscal Internal Control Questionnaire – If blank, please complete Grantee Registration. If status indicates “Unsubmitted,” please complete and submit the ICQ.
8. Program Risk Assessment – If status indicates “Not Started” or “Started,” please complete and submit via IWAS to ISBE.

Notice of State Award and Grant Agreement

The final GATA component to be developed is the Notice of State Award (NOSA), which will be integrated for all paper applications and electronically for all grants in the electronic Grants Management System (eGMS). The NOSA is unique to each grantee’s state and/or federal grant award and includes basic grantee information and the grantee award amount, along with Fiscal Internal Control Questionnaire (ICQ) and Program Risk conditions. If you are assessed a designation of either Medium or High Risk from the ICQ and/or Program Risk Assessment, the corresponding conditions will be fed directly into the NOSA.

In addition, grantees must agree to the terms and conditions of the Grant Agreement, which includes assurances as well as exhibits that are specific to each grant program. The Grant Agreement will also be integrated for all paper applications and electronically into all eGMS grant programs.

The NOSA and Grant Agreement are currently being developed and tested. Grantees may continue and are encouraged to complete and submit applications for all FY 2017 grants, both paper applications and online in eGMS, without having all GATA requirements completed; however, all GATA requirements must be met prior to final grant execution. Further information will be forthcoming when the NOSA and Grant Agreement documents are finalized.

Once the grant application is executed, grantees can submit expenditure reports via the Electronic Expenditure Reporting System in IWAS for federal programs to receive reimbursement. State programs will be vouchered based on the approved monthly payment schedule.

Questions regarding this information can be directed to GATA@isbe.net.

Every Student Succeeds Act

Round Two of Statewide Listening Tour

The Illinois State Board of Education, with assistance from Regional Offices of Education, is hosting a second round of listening tours to collect feedback on ESSA. A series of meetings will be held across the state to provide overview information on ESSA and allow participants to share their ideas on the draft state plan.

For additional information and to download a detailed schedule, please visit www.isbe.net/essa/default.htm.

Nutrition and Wellness Programs

Webinars on Direct Certification and Certification of HEA Coming Up

Staff with the Nutrition and Wellness Programs Division of the Illinois State Board of Education will present two webinars, one on the Direct Certification

Process (Aug. 24) and one on the Certification of Household Eligibility Applications (Aug. 30).

Both webinars will be recorded and posted under SNP Archived Webinars approximately one week after the live date in case this date and time does not meet your needs. Attendance during the live webinar or watching the recorded webinar will provide 1½ hours of U.S. Department of Agriculture annual continuing education/training.

- SNP: Electronic Direct Certification Process, 10-11:30 a.m. Aug. 24, 2016. Register at <https://attendee.gotowebinar.com/register/1896151058993677570>.
- SNP: Certification of Household Eligibility Applications, 10-11:30 a.m., Aug. 30, 2016. Register at <https://attendee.gotowebinar.com/register/4165417714397894658>.

If you have any questions, please contact our division staff at (800) 545-7892 or via email cnp@isbe.net.

School Menu Planning Workshops Coming to West Frankfort

School Menu Planning 101: This half-day workshop will be a beginner's level, hands-on workshop with menu planning activities geared to the school nutrition personnel who plan the National School Lunch and School Breakfast Program menus. This workshop provides basic information about the breakfast and lunch meal patterns, nutritional requirements, as well as Offer Versus Serve. Each workshop location is limited to 50 attendees, so we request that each school register no more than two staff to attend this training.

Remaining Dates and Locations:

- Aug. 9, 2016 – West Frankfort (afternoon session)

There are no registration fees for these workshops. For complete information, visit www.isbe.net/nutrition/htmls/workshops.htm and select “School Nutrition Programs Workshops.” Locations tend to fill up quickly, so complete registration as soon as possible to secure your space.

Register by visiting

www.isbe.net/nutrition/default.htm and selecting “School Meals Menu Planning 101” under the “SNP Workshops” header. If you have any questions, please contact division staff at cnp@isbe.net or (800) 545-7892.

Registration Underway for Upcoming Food Handler Training Workshops

The Illinois Department of Public Health’s (IDPH) Food Handling Regulation Enforcement Act requires all food service area employees or food handlers who work with open or unpackaged foods, food service equipment or utensils, or any food contact surfaces to receive an approved food handler training.

Attendees who successfully complete this training and the required assessment will satisfy the IDPH’s Food Handler Regulation.

This 2 ½ hour workshop is open to all Child Nutrition Program staff (NSLP, SBP, SFSP, CACFP).

Dates and Locations:

- Aug. 10 – West Frankfort (Morning)
- Aug. 30 – Joliet (Evening)
- Aug. 31 – Rockford (Afternoon)
- Sept. 1 – Galesburg (Afternoon)

There are no registration fees for these workshops. For additional Food Handler Training information and to register, please visit www.isbe.net/nutrition/htmls/safety.htm. Locations tend to fill up quickly, so complete registration as soon as possible to secure your space.

If you have any questions, please contact Chad Martel at cmartel@isbe.net.

Funding and Disbursements

PA 99-0523 – District-Required FY 2016 GSA Expenditures for Special Ed Services

A review of the final FY 2016 state appropriations enacted for special education services reveals a shortfall of \$4 million to properly demonstrate state maintenance of fiscal effort in support of federal Individuals with Disabilities Education Act Part B –

611 funds, otherwise known as IDEA Part B Flow Through. PA 99-0523 permits ISBE to calculate each district's pro rata share of the shortfall to expend for special education services from General State Aid (GSA) paid in FY 2016.

In FY 2016, each district must expend from GSA the amount computed for the provision of special education services as defined in Section 14-1.08. The amount for each district was computed using its final Dec. 1, 2014, special education child count in proportion to the total child count of the state, which can be accessed at www.isbe.net/funding/excel/pa99-0523-req-gsa-sped-expenditures-fy16.xlsx.

The type and provision of special education services as defined in Section 14-1.08 include expenditures for special schools, classes, housing (including residential facilities), special instruction, special reader service, braillists and typists for children with visual disabilities, sign language interpreters, transportation, maintenance, instructional material, therapy, professional consultant services, medical services only for diagnostic and evaluation purposes provided by a physician licensed to practice medicine in all its branches to determine a child's need for special education and related services, psychological services, school social worker services, special administrative services, salaries of all required special personnel, and other special educational services (including special equipment for use in the classroom) required by the child because of his disability if such services or special equipment are approved by the State Superintendent of Education.

To document the expenditure of FY 2016 GSA funds for special education services, a district may reflect an expenditure entry locally that identifies the Fund, Special Education Function, and Object linked to GSA - Revenue Code 3001.

Example: An entry of 10-1200-100-3001 denotes an expenditure from the Education Fund for instructional special education salaries paid from GSA.

Questions regarding this information may be directed to the Division of Funding and Disbursement Services at (217) 782-5256.

FY 2017 Mandated Categorical Appropriations and Estimated Prorations

Per Public Act 99-0524, fiscal year 2017 mandated categorical program appropriations have been enacted. To assist with 2016-17 budgeting projections, please use the estimated prorations as provided in the table below. Historical information regarding mandated categorical program appropriations, claims, and prorations can be accessed at www.isbe.net/funding/pdf/mcat-history.pdf. If you have questions regarding this information, contact ISBE's Division of Funding and Disbursements at (217) 782-5256.

Program Name	FY 17 Appropriation	FY 17 Estimated Proration	Claim Due
Special Education Personnel	442,400,000	99.8%	Aug. 15
Special Education Funding for Children	303,829,700	99.6%	NA
Special Education Private Facility Tuition	233,000,000	91.2%	Aug. 15
Special Education Summer School	11,700,000	80.1%	Nov. 1
Special Education Transportation	450,500,000	93.8%	Aug. 15
Regular/Vocational Transportation	205,808,900	69.0%	Aug. 15
Illinois Free Lunch/Breakfast	9,000,000	18.7%	Monthly
Special Education Orphanage	95,000,000	100%	July 15
Regular Education Orphanage	11,500,000	100%	July 15
Total	1,762,738,600		

Data Analysis

EIS Salary Data Deadline Approaching

As a reminder, the 2015-16 employee salary data is due soon. **Please submit salary and other relevant employment data as soon as possible. EIS closes on Sept. 1.**

Data due by **Sept. 1** includes
 SY 2016 Base Salaries
 SY 2016 Employment and Position Records
 SY 2016 Position End Dates
 SY 2016 Benefits (if applicable)
 SY 2016 Employment End Dates (if applicable)

SY 2016 Employment End Reason (if applicable)

All updates and changes to the system were explained in a webinar on May 25. This presentation is available for viewing at

<http://www.isbe.net/eis/html/archived-meetings.htm#eis150506>.

The Questions and Answers from the May 25 webinar are also now available at

<http://www.isbe.net/eis/pdf/QAs/eis-salary-160525-qa.pdf>.

For step-by-step instructions on entering salary data using both EIS IWAS screens and batch templates, please reference the EIS Basics Course at <http://www.isbe.net/eis/html/training.htm>.

We hope these updates will better serve you as you continue entering salary data. As always, if you have any questions, please call the EIS Help Desk at (217) 782-3950 or email datahelp@isbe.net.

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

Center for Performance

Preparing for the 5Essentials or Selecting an Alternative Survey

ISBE will again administer the Illinois 5Essentials Survey this year. Teachers, students, and parents can take the survey any time between Nov. 16 and Jan. 16, 2017. The survey will be required for all districts that did not participate in last year's survey and all Race to the Top districts. It is optional for all other districts. The 5Essentials Survey will be available at no cost for all participants.

The 5Essentials Survey provides school districts with detailed data on the inner workings of their Local Education Agency by asking questions in five leading areas for school improvement. The data from the survey will also be published on the Report Card at www.illinoisreportcard.com. For the 2017 survey administration, both students and teachers will be rostered.

Selecting an Alternative Survey

Due to an amendment to the Survey of Learning Conditions statute (105 ILCS 5/2-3.153), districts will again have the option – at their own expense – to choose an alternative to the 5Essentials Survey from a pre-approved list of alternate surveys selected by the State Superintendent.

The revised statute requires school board and local union approval and provision of data from the alternative survey to ISBE for posting on the 2016 Report Card. A full copy of the legislation can be found at

<http://ilga.gov/legislation/publicacts/98/PDF/098-0648.pdf>.

ISBE has selected the top two recommendations from the group of teachers, principals, and superintendents who participated in the rating of surveys of learning conditions alternatives. The following list constitutes the approved alternatives from which a district may select

Alternative 1: Comprehensive School Climate Inventory

Alternative 2: Organizational Health Instrument Teacher Survey and Gallup Student Survey

In addition, the State Superintendent of Education selected AdvanceEd student and teacher surveys as a third alternative, because these surveys are used in accreditation in which many school districts already participate. Further, this accreditation is required by ISBE in certain circumstances.

For an in-depth look at the alternative survey selection process, please view the report at www.isbe.net/5essentials/pdf/alternative-selection-process-report.pdf.

Response Requested

As stated above, district participation is only mandatory for certain districts. If your district plans to participate in the 5Essentials Survey, please email 5Essentials@isbe.net. If your district plans to participate in an alternative survey, please fill out the Alternative Survey Letter of Intent at www.isbe.net/5essentials/pdf/2016-17/survey-letter-of-intent-16-17.pdf and send to 5Essentials@isbe.net.

Any response with intent to participate must be completed and submitted by the superintendent or designee by the end of business on Sept. 1.

We appreciate your cooperation as we strive to facilitate success and continuous improvement for our students and schools.

If you have any questions, please contact the Center for Performance at (217) 782-3950 or email 5Essentials@isbe.net.

School Business Services

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 showing which treasurers of school districts 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 treasurer of a school district 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 from May 3, 2010, and May 11, 2010, which can be accessed at www.isbe.net/board/archivemessages/archivemessage.htm.

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 his/her approval 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 online at www.isbe.net/sfms/html/t_bonds.htm.

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

Early Childhood Education

FY 2017 Prevention Initiative for Birth to Age 3 Years RFP Released

The Prevention Initiative for Birth to 3 Years: FY 2017 request for proposals (RFP) is now available. The purpose of the RFP is to fund current, successful Prevention Initiative (PI) grantees to build capacity to implement quality PI programming as defined by the nine RFP components, as well as the identified program model chosen.

Proposals must be received by ISBE no later than 4 p.m. Aug. 15. The RFP is available at <http://isbe.net/earlychi/html/birth-3.htm>. Applicants can also receive the RFP by contacting the Early Childhood Division at (217) 524-4835.

FY 2017 Preschool for All Expansion 3 to 5 Years RFP Released

The Preschool for All Expansion: FY 2017 RFP is now available. The purpose of the RFP is to identify qualified entities to provide a high-quality, comprehensive preschool program to the most at-risk

children as outlined in the RFP. Only programs that had an FY 2016 Preschool for All grant are eligible to apply.

Proposals must be received by ISBE no later than 4 p.m. Aug. 15. The RFP is available at <http://isbe.net/earlychi/preschool/default.htm>. Applicants can also receive the RFP by contacting the Early Childhood Division at (217) 524-4835.

School Health Issues

Zika Virus Guidance for District and School Administrators

The Centers for Disease Control has developed interim guidance for grade K-12 district and school administrators for public health actions pertaining to the Zika virus infection. This guidance is intended to address concerns about the risk for Zika virus infection in K-12 schools, provide school districts with information for planning school-related activities, and recommend actions that can be taken in consultation with local public health authorities and government officials to reduce the potential risk for Zika virus transmission on school premises and among students.

To view the Zika virus guidance, please visit www.cdc.gov/zika/schools.html.

In Brief

Administrator Recognition

- Congratulations to **Dr. Robert McBride**, principal of Neuqua Valley High School in Naperville, for receiving the Illinois Principals Association's 2016 Reaching Out & Building Bridges Award for his work in creating ParentsMatterToo to provide parent education on teen risk behaviors and fight opioid addiction.

Upcoming Events

- A webinar on **State Required Vaccines for School Attendance** is being held by EverThrive Illinois on at noon on Aug. 11. Presenters will cover school-required immunizations in Illinois for the 2016-17 school year, as well as the HPV vaccine. Also, presenters will discuss practical tips that providers in school health centers can use to

increase immunization rates. For more information or to register, please visit

<https://attendee.gotowebinar.com/register/6635336446173473794>.

- The annual **2016 Statewide Transition Conference** will be held on Oct. 27-28 at the Thelma Keller Convention Center in Effingham. Registration is open until Sept. 23. This year's conference, titled "Stepping Stones of Transition," is for transition-aged youth and young adults with disabilities, their family members and teachers, vocational professionals, caregivers, health care professionals, college students pursuing careers in special education, and community advocates. Attendees are encouraged to register early and pay online to ensure full participation. For more information, please visit www.illinoistransitionconference.org/.

Professional Development

- The National Great Rivers Research and Education Center is holding **Stream Discovery workshops for grade 5-12 educators** on Sept. 14 (Makanda) and Sept. 28 (Alton). The training focuses on how to involve student groups in water quality monitoring, analysis, and stream cleanup. Six professional development hours are available. For more information and to register for a workshop, please visit <http://events.r20.constantcontact.com/register/event?oidk=a07ec687psgc4d81747&llr=wx7o69dab>.

District Opportunities

- District Administration magazine will be accepting applications for the next cycle of **Districts of Distinction** from Nov. 1 to Dec. 7. Districts will be recognized in April 2017. For more information, please visit www.districtadministration.com/dod.

Student Recognition

- Congratulations to **Chicago's Curie Metropolitan High School** student vocal group, Musicality, for successfully making it through the Season 11 Judges Cuts on NBC's "America's Got Talent" competition, which means they will be appearing on live shows.

(www.nbc.com/americas-got-talent/video/musicality-judge-cuts/3071085).

Grant Opportunities

- The application forms for the **2016 Schoolyard Habitat Action Grant** (application deadline is Nov. 30) and the **2017 Illinois Biodiversity Field Trip Grant** (application deadline is Jan. 31, 2017) programs are now available from the Illinois Department of Natural Resources Education Division and the Illinois Conservation Foundation at www.dnr.illinois.gov/education/Pages/grants.aspx.

Educator Opportunities

- The Illinois Public Health Institute (IPHI) is offering a **P.E. Train the Trainer** opportunity. IPHI is seeking nine individuals to deliver trainings to physical educators in the southern and central regions of Illinois between October 2016 and June 2017. All trainers are required to first attend an orientation webinar from 2-5 p.m. on Sept. 20, as well as two day-long train-the-trainer sessions in Springfield from 9 a.m.-3 p.m. on Sept. 23-24. Trainers will be compensated for their preparation, travel expenses, and training services. For more information, contact Sarah Chusid at (312) 850-4744, ext. 10 or sarah.chusid@iphionline.org.
- Registration is open for the **2016-17 Future City Competition**. Educators and after-school leaders can register for this project-based learning program that asks middle school students to imagine, design, and build cities of the future. Student teams learn about city design and management, research and design solutions to an annual sustainability challenge, build a city model using recycled materials, and present their ideas to STEM professionals. Visit www.futurecity.org to learn more.

Classroom Resources

- Downloadable PDF **Illinois Learning Standard books** are now available for each grade level. The books include the new fine arts standards that were recently approved. Digital ebooks will be available for each grade level by the start of the school year.

The ebooks can be accessed by using iBooks on Apple devices or other ebook readers for Android/Kindle. To download the PDF versions or for more information, please visit www.ilclassroomsinaction.org/standardsbooks.html.

School Climate Resources

- Onlineschools.org has released a **bullying and cyberbullying guide** to provide information and resources to schools, parents, and students to better understand and help prevent bullying in schools and online. To view the guide, please visit www.onlineschools.org/student-bullying-guide/.

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>.