



# Weekly Message

**Oct. 4, 2016**

## Message From State Superintendent Tony Smith, Ph.D.

Hello,

I need to start this week's column with time-sensitive information from the Illinois General Assembly that requires action on your part. [Public Act 99-590](#) was signed into law on July 22, 2016, and it requires the principal of each public school to report to ISBE, within 30 days after the beginning of each school year, information concerning the administration of assessments to students. Schools are also required to make this information public on the district's website or by distributing it in paper form. The data must be reported by **October 18** this year. ISBE is creating a survey tool and we will send it to you later this week so your schools can submit the required information to the General Assembly. We will do everything we can to support you in this effort.

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### IGNITE

I talked to Brent Clark this summer about the Illinois Association of School Administrators Annual Conference and he was very excited about the new "Ignite" session the organization was introducing. We know there is so much good work and leadership in our districts and we need to get better at highlighting those things!

I attended the Ignite sessions last week and the presenters did an amazing job. Nine superintendents used about five minutes each to describe something exciting in their communities. The courage, energy, and passion each of these leaders displayed in their presentations was inspiring.

The presentations were delivered by:

- Dr. Catherine Finger, Grayslake School District #127: You Light Up My Life Solar Energizing 2016
- Dr. P.J. Caposey, Meridian School District #223, Stillman Valley: Leading Instruction: Leveraging the Evaluation Process
- Dr. Art Fessler, Community Consolidated School District #59, Arlington Heights: Preparing Students for Success in Life
- Dr. Ken Wallace, Maine Township HS District #207, Park Ridge: Instructional Coaching Plans for ALL Teachers EVERY YEAR – The When, Why and How
- Dr. Jennifer Kelsall, Ridgewood Community District #234, Norridge: Personalize It!

- Dr. Jennifer Garrison, Sandoval School District #501: Resilience, Grit, or Just Plain CRAZY
- Dr. Lindsey Hall, Morton Community School District #709: Engage, Collaborate, Innovate, Create
- Brad Cox, Erie Community School District #1: Erie Tech Academies
- Steve Murphy, Carbondale Community School District #165: Life Ready: Developing a Sense of Agency in Our Students

One of the questions posed by Art Fessler was, “In what conditions do children learn most deeply?” From what I observed during the Ignite sessions, I think the conditions were ripe for some deep adult learning. I listened closely as people were excited to share their good work and interested in learning more from their peers. This engagement reflects another important step in sharing the positive stories occurring daily in Illinois schools.

I also met last week with high school superintendents, who are providing their feedback on the State Board’s draft definition of “college and career ready.” The Board approved a working draft at its retreat in September and asked for comments during the fall listening tour meetings as we prepare for a vote on the ESSA State Plan in February. I am energized by the dialogue about what we want for all students in Illinois and how we’ll work to make it happen for every student. I’ve also appreciated hearing about the importance of shifting away from punishment as the primary form of intervention and that increasing support for our schools will likely result in better outcomes for students. Let’s keep sharing what’s working and where we need help. We would love to highlight the great work in your districts and schools and encourage you to tag us on [Facebook](#) and [Twitter](#) or email [social\\_media@isbe.net](mailto:social_media@isbe.net). As we learned in the Ignite sessions, we have remarkable experts in the room!

This Friday, Oct. 7, is the last day for you to submit your comments on ESSA State Plan Draft #1 and the college and career ready framework to [essa@isbe.net](mailto:essa@isbe.net). The second listening tour has provided us with more opportunities to gather valuable insight and recommendations from across the state, and your expertise will help ensure that the final Illinois ESSA State Plan addresses the needs of all students. Visit <http://www.isbe.net/essa/> for the draft, Reader's Guide, and more information about how to submit your feedback.

I have really enjoyed spending time with and learning from the education leaders in our state. Illinois is lucky to have you!!

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>.

- **Deadline to submit U.S. Senate Youth Program Application** – Oct. 5 ([www.isbe.net/spec-ed/pdfs/42-60-hearst.pdf](http://www.isbe.net/spec-ed/pdfs/42-60-hearst.pdf))
- **Deadline to submit nominations for Thomas Lay Burroughs Award** – Oct. 7 ([www.isbe.net/board/pdf/burroughs\\_award.pdf](http://www.isbe.net/board/pdf/burroughs_award.pdf))
- **Deadline to submit comments regarding ESSA State Plan Draft #1** – Oct. 7 ([www.isbe.net/essa](http://www.isbe.net/essa))

- **ISBE offices closed for Columbus Day** – Oct. 10
- **Deadline to submit assessment information to ISBE** – Oct. 18 (for more information please see Superintendent's message)
- **State Board of Education Meeting** – Oct. 20 (<http://www.isbe.net/board/pdf/2016-board-meetings.pdf>)
- **Part 1 (Public Schools Evaluation, Recognition and Supervision) and Part 650 (Charter Schools) – Public comment ends** – Oct. 24
- **Deadline to submit FY 2017 School District Budget/Joint Agreement Forms to ISBE** – Oct. 31 ([www.isbe.net/sfms/budget/default.htm](http://www.isbe.net/sfms/budget/default.htm))
- **2016 Special Education Summer School State Aid Claim** – Nov. 1
- **ISBE offices closed for Election Day** – Nov. 8
- **Deadline to submit data in the Unfilled Positions Survey system** – Nov. 10
- **ISBE offices closed for Veterans Day** – Nov. 11
- **2015-16 Pupil Transportation Claim Reimbursement System Corrections** – Nov. 14
- **Annual Financial Report (ISBE Form 50-35) due to ISBE** – Nov. 15
- **State Board of Education Meeting** – Nov. 18 (<http://www.isbe.net/board/pdf/2016-board-meetings.pdf>)
- **ISBE offices closed for Thanksgiving** – Nov. 24-25
- **FY17 NCLB/ESSA Monitoring Instrument** – Nov. 30
- **FY17 NCLB/ESSA Title I Comparability Analysis** – Nov. 30
- **State Board of Education Meeting** – Dec. 15 (<http://www.isbe.net/board/pdf/2016-board-meetings.pdf>)
- **Annual Statement of Affairs (ISBE Form 50-37) due to ISBE** – Dec. 15
- **ISBE offices closed for Christmas Day** – Dec. 26
- **Certificate of Tax Levy (ISBE Form 50-02) to the county clerk** – Dec. 26
- **ISBE offices closed for New Year's Day** – Jan. 2, 2017
- **Postmark deadline for waiver applications to be considered by the General Assembly in spring 2017** – Jan. 13, 2017 (See [www.isbe.net/isbewaivers/default.htm](http://www.isbe.net/isbewaivers/default.htm) for public notice requirements for all waiver requests.)

## Those Who Excel

### Meet Illinois Teacher of the Year Finalist Patti Ludwig of Byron CUSD 226

Patti Ludwig was taught from an early age to never stop learning and she has taken that lesson to heart throughout her life. She continuously pushes herself in new directions, such as voluntarily changing grade levels numerous times during her career in order to learn valuable lessons from the teachers at those levels. Patti eagerly signed up for training when computers were first introduced in the district. Her experiences with technology led her to become the district's technology integrationist for about two years. Patti was interested in working with students defined as gifted and talented so she took classes and became the district's first K-2 teacher for academically talented students.



Patti currently teaches fourth grade at Mary Morgan Elementary School in Byron Community Unit School District 226. Her teaching career began 35 years ago and she has spent the last 30 years with the students of Byron 226. A high school junior who had Patti as his first-grade teacher wrote this about her influence on him: "She helped make me into the person I am today by recognizing my talents, motivating me, and setting the stage for academic success." Colleagues describe Patti as a natural leader who is a master collaborator and an excellent mentor. Her work ethic and her willingness to share resources, ideas, materials, and lessons make her an excellent role model for other teachers, administrators, and students.

During the 2015-16 school year, Patti created an incentive program for fourth- and fifth-grade students called "Earn It to Learn It." The program ties the district's behavior system to the community by seeking partnerships with local businesses and citizens. Students participating in the incentive have been exposed to career opportunities in the fields of

veterinarian medicine, city government, firefighting, law enforcement -- even professional football! One of her colleagues described her this way: "Patti Ludwig is a teacher who makes school a positive learning environment for all within her sphere of influence."

Patti is one of our 10 finalists for Illinois Teacher of the Year, which we will name at the Those Who Excel banquet in Normal on Oct. 22.

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### **Funding and Disbursements**

#### **Special Education Summer School State Aid Claim Due Nov. 1**

The Special Education Summer School claim authorized under Section 18-4.3 is statutorily required to be received at the Illinois State Board of Education (ISBE) **on or before Nov. 1**. Claims are for eligible students educated in 2016 summer programs and must be filed electronically via ISBE's Web Application Security System (IWAS). No claims will be accepted or honored after the statutory date.

Eligibility requirements for pupils claimed for summer school are:

(1) the pupil must be enrolled in one or more courses offered for at least 60 clock hours in the summer session;

(2) the pupil must be eligible pursuant to the requirements for continued summer school services per his or her Individualized Education Program;

(3) there shall not be a tuition charge to families to insure a "free, appropriate public education."

Questions regarding completion of the Special Education Summer School claim should be directed to Jodi Whitlow, Division of Funding and Disbursement Services, at (217) 782-5256 or via email at [jwhitlow@isbe.net](mailto:jwhitlow@isbe.net).

#### **2015-16 (FY 2017) Annual Claim for Pupil Transportation Reimbursement – Correction Period Now Open**

All local education entities are hereby notified that the review and amendment (if needed) process is now

open and will end at midnight on Nov. 14. All revisions to the Pupil Transportation Reimbursement Claim must be completed and transmitted on or before midnight on Nov. 14. No revisions will be accepted after this date in order to close the claim file and schedule the three remaining quarterly payments.

#### **INSTRUCTIONS FOR REVIEWING THE CLAIM**

1. Log into IWAS.
2. Click on "System Listing" on the IWAS homepage.
3. Select "Pupil Transportation Claim Reimbursement System" under the "Annual Claims" heading.
4. Click on "**Claim Review**" under the "Reimbursement Claim" heading on the homepage. **Do not click on "Revise Claim" button unless you need to make revisions.**
5. The claim will be loaded to the screen in read-only format. Carefully review each line on the claim for possible revisions. If you entered transportation assets on the Depreciation Schedule, don't forget to click on the "Depreciation Schedule" button at the bottom of the screen and review the depreciation schedule data for possible revisions.

**If you do not have any revisions, you do not need to do anything.** Your claim will remain as originally submitted by the statutory Aug. 15 due date.

#### **INSTRUCTIONS FOR REVISING THE CLAIM**

If you have reviewed the claim and found that revisions are needed to the depreciation schedule and/or the pupil transportation reimbursement claim:

1. Click on the "Revise Claim" link under the "Reimbursement Claim" heading on the homepage.
2. You may enter notes in the "Your Comments" text box to help you remember why revisions were needed. Click on the "Revise Claim" button at the bottom of the screen to proceed with revisions to the depreciation schedule (if needed) and the pupil transportation reimbursement claim.
3. Note that all links for the reimbursement claim are open and may be revised as needed. The "Depreciation Schedule Summary" link under the "Depreciation Schedule" heading has been

changed to "Calculate Depreciation Allowance." If you made any changes to transportation assets after the August submit date, you must click on this link and update the Depreciation Schedule.

4. **After all revisions have been made, click on the "Review & Submit Claim." All revised claims must be resubmitted to ISBE through the proper channels (Document Author to the District Superintendent and District Superintendent to ISBE).**

**NO REVISIONS TO THE CLAIM WILL BE ACCEPTED AFTER MIDNIGHT ON MONDAY, NOV. 14, 2016.**

If you have questions regarding the amendment process, contact Mark Morten at (217) 782-5256 or via email at [mmorten@isbe.net](mailto:mmorten@isbe.net).

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### **Federal and State Monitoring**

#### **NCLB/ESSA Monitoring Instrument and Title I Comparability**

The fiscal year 2017 No Child Left Behind/Every Student Succeeds Act (NCLB/ESSA) Monitoring Instrument is available for completion and submission in IWAS. The due date is **Nov. 30**.

All districts receiving NCLB/ESSA funding are required to submit the document every year. As before, the previous year's information will be imported to the document, and the district should ensure its accuracy before submitting. You may be able to see that some questions have been omitted in line with the new ESSA guidance while a new question or two has been added. Each "Comment/Proof Indicator" box will need to have a comment that identifies the documents that support your answers or clarifies your "yes," "no," or "N/A" response. You will not be able to submit the form without providing an answer in each box.

There is a sample list of comments or proof indicators for each question on the Federal and State Monitoring website at [www.isbe.net/ea/word/proof\\_indicators.doc](http://www.isbe.net/ea/word/proof_indicators.doc).

The FY 2017 NCLB/ESSA Title I Comparability analysis is also available for completion and submission in IWAS.

A new resource has been developed to help you get answers to frequently asked questions. It is titled "NCLB/ESSA Title I Comparability Frequently Asked Questions/Answers and Common Errors." This document can be located along with other useful tools for completing your comparability analysis on our [website](#).

Districts that are "exempt" will continue to select the "Exempt" radio button and then "Submit." Their submittal requirements will have been met when the superintendent submits it.

An updated "Comparability User's Guide" for FY 2017 is located on the menu bar of the comparability application and on our [Federal and State Monitoring website](#).

All districts receiving Title I funds must complete the document. Failure to comply will result in frozen program funds and a recovery of expenditures of Title I funds in buildings where they are determined to be non-comparable.

Questions concerning the Title I Comparability or the Monitoring Instrument should be directed to Federal and State Monitoring at (217) 782-7970 or [FSM@isbe.net](mailto:FSM@isbe.net).

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### **School Business Services**

#### **School District/Joint Agreement Budget Forms Available**

The FY 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.

<http://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; it 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.

Please submit the amended budgets to ISBE through the [Attachment Manager](#) to School Finance Reports.

### Reorganization Feasibility Studies

ISBE is now accepting agreements for FY 2017 School District Reorganization Feasibility Studies. Feasibility studies are a tool to be used by school districts wanting to investigate the advantages and/or disadvantages of reorganization options. The school board of each district involved in a feasibility study must approve, by board resolution, the initiation of the study. The districts involved will submit a proposed agreement with an independent contractor(s) to their Regional Office of Education (ROE) or Intermediate Service Center (ISC) in Cook County. The ROE or ISC, as applicable, will submit the agreement to ISBE for approval.

ISBE shall set the final state allotment for each study after review of the submitted study agreement. Funding shall be contingent on factors such as the number of districts involved in the study, the combined student enrollment of districts involved in the study, multiple studies with the same district or districts, new study versus update of a prior state-funded study, etc. Any study cost above the state funding will be the responsibility of the participating districts. In order to receive reorganization feasibility study funds in FY 2017, agreements must be approved by the ROE or ISC and ISBE, and studies must be completed, approved for payment by the ROE or ISC, and submitted to ISBE no later than June 30, 2017.

Procedures and sample forms are available at [www.isbe.net/sfms/html/feasibility.htm](http://www.isbe.net/sfms/html/feasibility.htm).

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

### Deadline Reminders

#### Annual Financial Report

School District/Joint Agreements must submit the **Annual Financial Report (AFR) (ISBE Form 50-35)** to the Regional Office of Education by no later than **Oct. 14** and at ISBE by no later than **Nov. 15**. This excludes those districts/joint agreements with approved extensions until **Dec. 15**. **Regional Superintendents** must approve all extensions and forward all approved extensions for their districts to ISBE by mail or [finance1@isbe.net](mailto:finance1@isbe.net). As per statute, Regional Superintendents cannot approve extensions past Dec. 15.

For more details and instructions, see [www.isbe.net/sfms/afr/afr.htm](http://www.isbe.net/sfms/afr/afr.htm).

#### Annual Statement of Affairs

School Districts and Joint Agreements must display specific pages in the local newspaper by no later than **Dec. 1**. Districts and joint agreements must also submit the entire **Annual Statement of Affairs (ISBE Form 50-37)** electronically to ISBE by **Dec. 15**. For more details, a listing of the specific pages to be displayed in the newspaper, and ISBE submission instructions, see [www.isbe.net/sfms/afr/asp.htm](http://www.isbe.net/sfms/afr/asp.htm).

#### Certificate of Tax Levy

**Districts must submit a certified Certificate of Tax Levy (ISBE Form 50-02)** to the county clerk by no later than **Dec. 26**. For more details, the form, and instructions see [www.isbe.net/sfms/afr/ctl.htm](http://www.isbe.net/sfms/afr/ctl.htm).

If you have any questions, please contact a finance consultant at (217) 785-8779 or via email at [finance1@isbe.net](mailto:finance1@isbe.net).

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### **Title Grant Administration**

#### **2016-17 Nonpublic Registration, Enrollment, and Staff Report in IWAS**

The *Nonpublic Registration, Enrollment and Staff Report* for the 2016-17 school year is available in IWAS through Nov. 15. A *User Guide* is available for reference and can be accessed within the report in IWAS.

Nonpublic school registration is voluntary and annual. Nonpublic schools that have registered with ISBE at

least once in the past and wish to retain or regain their registered status must submit their data online via IWAS. All eligible schools should also receive IWAS inbox messages regarding the *Nonpublic Registration, Enrollment and Staff Report*. Please check your IWAS inbox for reminders and updates.

This is also the time of year for schools to complete the *Student Health Data—Immunization Report* for the 2016-17 school year. This report becomes available on Oct. 17 in IWAS. More information about immunization data may be requested from Dr. Marjurie Ribeiro at [mribeiro@isbe.net](mailto:mribeiro@isbe.net).

Similarly, registered schools that are also currently recognized are reminded of the need to renew their recognized status through the *Nonpublic School Application for Recognition and Calendar*, which is also available in IWAS. Nonpublic schools seeking recognition must re-register AND submit their immunization data before they can apply for recognition. More information about the recognition process may be found at [www.isbe.net/nonpublic/default.htm](http://www.isbe.net/nonpublic/default.htm).

For questions related to the registration requirements, contact ISBE's Title Grant Administration Division at (217) 524-4832. For technical assistance with the IWAS program, contact the ISBE Help Desk at (217) 558-3600.

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### **Every Student Succeeds Act**

#### **Feedback Requested Regarding Supplement not Supplant Regulations**

On Sept. 6, the U.S. Department of Education posted notice of proposed rulemaking regarding [supplement not supplant regulations](#). The intention of these rules is admirable, but the methodology will not help -- and may, in fact, hurt -- the students the proposed regulations are intended to benefit. Quality, types, and amount of resources are not considered compared to dollars spent. There is a lack of flexibility or consideration for state and local control that is in contrast to the intention of the Every Student Succeeds Act. ISBE is beginning an in-depth analysis into the implications of these rules and needs your help.

#### **PROVIDE YOUR FEEDBACK:**

We want to ensure we include district information in our analysis of these regulations. Thus, we would greatly appreciate it if you can **respond to the following questions by Oct. 7** via [essa@isbe.net](mailto:essa@isbe.net).

- What are the implications for your schools and districts if these rules are finalized?
- What do you estimate your additional burden would be to transition to site-based accounting?
- How would using the various formulas impact your spending and staffing for schools?
- What unintended consequences do you foresee if you have to comply with these new rules?

For more information, please see the memo, overview, and PowerPoint available at <http://www.isbe.net/essa/>.

Should you have additional comments or questions, please contact Melina Wright, division administrator for Title Grants, at (312) 814-1295 or via email at [mewright@isbe.net](mailto:mewright@isbe.net).

#### **Round Two of Statewide Listening Tour – Final Meeting in Sycamore This Week**

ISBE, with assistance from Regional Offices of Education, is hosting a second round of listening tour meetings to collect feedback on ESSA. Meetings are currently being held across the state to provide overview information on ESSA and allow participants to share their ideas on the draft state plan. The final meeting of the tour is Oct. 5 in Sycamore.

For additional information and to download a detailed schedule, please visit <http://isbe.net/essa/>.

#### **ESSA State Plan #1 Reader's Guide Available; Comment Submission Deadline Oct. 7**

The draft of the Illinois' ESSA State Plan #1 was presented to the Board at its meeting on Aug. 25. The draft is available at [www.isbe.net/essa](http://www.isbe.net/essa). A [Reader's Guide](#) has also been made available to help better understand and form questions regarding the ESSA State Plan draft.

The draft provides information on accountability, assessments, and statewide system of support, among other topics, for all schools in Illinois. There is a series of questions on topics throughout the plan where ISBE requests additional insight from the field. ISBE encourages individuals to read the plan and share their ideas, critiques, and potential solutions.

When submitting comments, please include the name of individual and/or organization, section number, and page number. **All comments should be submitted to [essa@isbe.net](mailto:essa@isbe.net) no later than Oct. 7.**

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### **Data Analysis**

#### **2016-17 Unfilled Positions Survey Now Available for Data Entry in IWAS**

The 2016-17 Unfilled Positions Survey is now available in IWAS for data entry. The deadline for completing the survey and submitting it to ISBE is **Nov. 10**. Districts are to report the number of budgeted positions they were unable to fill as of Oct. 3, 2016. All districts that hire staff are required to complete the survey, even districts that did not have any unfilled positions.

To avoid duplicating unfilled positions reported by public school districts, other reporting entities (e.g., special education cooperatives) should only report their unfilled employee positions.

Questions about the survey content may be directed to Marjorie Ribeiro at [mrribeiro@isbe.net](mailto:mrribeiro@isbe.net).

Call the Call Center (217) 558-3600 for technical issues or questions about your IWAS account.

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### **Illinois Emergency Management Agency Annual Earthquake Awareness Drill**

The Illinois Emergency Management Agency (IEMA) is encouraging elementary and secondary schools to participate in the Great Central U.S. ShakeOut at 10:20 a.m. Oct. 20. The goal of this “Drop, Cover and Hold On” drill is to draw attention to the earthquake hazard that exists in Illinois, across the country, and around the world.

The event is part of an international ShakeOut involving millions of participants from more than 40

states and territories and several countries. To be counted as a participant, schools must be registered either by the district office or individually on the ShakeOut website at [www.shakeout.org/centralus/](http://www.shakeout.org/centralus/). If a school cannot participate on Oct. 20, another day may be selected to conduct a drill. If another day is selected, the school should still register on the ShakeOut website. Once registered, either the school or the district office will receive ShakeOut news and other information about earthquakes and preparedness.

Visit the Shakeout website for free earthquake information and resources. Additional earthquake preparedness and mitigation information is available at [www.ready.illinois.gov](http://www.ready.illinois.gov) and [www.cusec.org](http://www.cusec.org). For more information, contact Jason Williams at IEMA at (217) 785-9925 or [jason.b.williams@illinois.gov](mailto:jason.b.williams@illinois.gov).

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### **College and Career Readiness**

#### **Dual Credit Survey**

In partnership with ISBE and the Illinois Board of Higher Education, the Illinois Community College Board (ICCB) is conducting a survey on dual credit throughout the state. With your input, ICCB can assess the effectiveness of creating postsecondary master’s programs and certificates to assist high school teachers with obtaining the proper credentials to teach dual credit courses. Survey responses allow ICCB to continue to improve dual credit offerings in high schools and support students who seek to participate in dual credit coursework. The survey should only take approximately 15 minutes and your responses are completely confidential.

Any questions regarding the survey can be directed to Dr. Ashley Becker at [Ashley.becker@illinois.gov](mailto:Ashley.becker@illinois.gov).

Thank you in advance for your assistance in this important endeavor. Your input is greatly appreciated! Please complete the following survey no later than Oct. 14:

[www.surveymonkey.com/r/statewidedualcreditqual16](http://www.surveymonkey.com/r/statewidedualcreditqual16).

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### **Nutrition and Wellness Programs**

#### **National School Lunch Week Scheduled for Oct. 10-14**

This year’s theme for National School Lunch Week





(NSLW), which is set for Oct. 10-14, is “Show Your Spirit.” Visit the [School Nutrition Association’s website](#) to get started today. The special week is a great reminder for parents, students, and school officials that a healthy school lunch helps students power through the day.

You can download the NSLW 2016 Toolkit at <https://schoolnutrition.org/Meetings/Events/NSLW/2016/GetStarted/>. It includes tips and ideas to help plan a successful campaign. Also available on the NSLW webpage is a Certificate of Recognition that you can use to thank your school nutrition programs staff. Be sure not to miss the [National School Lunch Week activity sheets](#).

SNA is also teaming up with KIWI magazine for National Take Your Parents to Lunch Day on Oct. 12. Schools are encouraged to host a special day during NSLW and invite parents to attend lunch with their children. Read more at [www.kiwimagonline.com/lunchday](http://www.kiwimagonline.com/lunchday).

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### **Grant Accountability & Transparency Act FY 2017 Indirect Cost Rates- REVISED**

In accordance with a Delegation Agreement between the U.S. Department of Education and ISBE, and pursuant to its authority under the Grant Accountability and Transparency Act (GATA) and administrative rules, the Governor’s Office of Management and Budget has granted ISBE an exception to the federal Uniform Guidance and GATA regarding the determination of indirect cost rates that may be utilized by all grantees that receive a state award or federal pass-through award for grant programs administered by ISBE.

Local Education Agencies (LEAs) may utilize either the restricted indirect cost rate the LEA negotiates annually with ISBE (school districts) or the statewide average indirect cost rate calculated by ISBE (Regional Offices of Education, Intermediate Service Centers, special education cooperatives, area vocational centers, charter schools, and university laboratory schools approved by ISBE). These LEAs will also utilize the ISBE-established restricted indirect cost rates for state and federally funded grant programs administered by other state agencies. Therefore, LEAs do not need to take any further action in order to establish or utilize an indirect cost rate for any state or federally funded grant program administered by any state agency.

Not-for-profit agencies, community/faith-based organizations, and for-profit entities may utilize the statewide average indirect cost rate calculated by ISBE for all state and federal grant programs administered by ISBE. Colleges and universities will be restricted to a maximum indirect cost rate of 8 percent or other indirect cost rate calculated by their cognizant federal agency, whichever is less, for state and federal grants administered by ISBE. However, these entities must negotiate a separate indirect cost rate or select another indirect cost rate option through the State of Illinois Centralized Indirect Cost Rate System (linked below) in order to claim an indirect cost reimbursement for state and federally funded grant programs administered by other state agencies.

The restricted indirect cost rates calculated by ISBE for LEAs and non-LEA entities are found at [www.isbe.net/GATA/pdf/gata-indirect-rates-fy17.pdf](http://www.isbe.net/GATA/pdf/gata-indirect-rates-fy17.pdf). If you are a non-LEA that needs information about applying for an alternate indirect cost rate through the State of Illinois Centralized Indirect Cost Rate System to utilize with other state agencies, go to [www.illinois.gov/sites/GATA/Grantee/CentralizedIndirectCostSystem/Pages/default.aspx](http://www.illinois.gov/sites/GATA/Grantee/CentralizedIndirectCostSystem/Pages/default.aspx).

### **Notice of State Award and Grant Agreement Pages in eGMS**

All FY 2017 state and federal grants in the electronic Grants Management System will incorporate the new Notice of State Award (NOSA) and Grant Agreement pages. Specific conditions are reflected in the NOSA as a result of the Fiscal Internal Control Questionnaire (ICQ) and Program Risk Assessment grantee responses. Per the requirements of GATA, please be advised that a required component prior to FY 2017 grant execution is grantee acceptance of the specific award conditions as well as the terms, conditions, assurances, and grant exhibits in the Grant Agreement.

**IMPORTANT:** ISBE is currently reviewing the specific conditions assigned to grantees as a result of the responses from the ICQ and Program Risk Assessments. ISBE is meeting with other state agencies to discuss the appropriate course of action to implement specific conditions in the NOSA, including evaluation of grantee risk and the necessity of imposing additional specific award conditions. Your organization will be kept advised of the decisions, adoption of administrative rules, and ISBE’s implementation plan in this regard. Depending on the specific condition, you will be notified how you can

provide evidence of your organization's corrective actions to ISBE or your state cognizant agency according to the timeframe indicated in the NOSA. If you have questions regarding the specific conditions and ISBE's implementation plan, please contact your grant consultant. All other inquiries can be directed to [GATA@isbe.net](mailto:GATA@isbe.net).

Grantees completing their GATA registration should have received an automated notification to complete the ICQ. Separately, each grantee was also required to login via the ISBE IWAS portal and complete the Programmatic Risk Assessment. The completion status of these important steps can be accessed at [www.isbe.net/GATA/pdf/gata-grantee-status-report.pdf](http://www.isbe.net/GATA/pdf/gata-grantee-status-report.pdf). If specific conditions are not present in the NOSA section, this indicates that either the ICQ and/or Program Risk Assessment has not been submitted and/or approved. Guidance for resolving grantee registration issues can be found under the Prequalification and Registration Status header on the ISBE GATA website at [www.isbe.net/GATA/default.htm](http://www.isbe.net/GATA/default.htm).

### Grantee Status Report

Please remember to check the grantee status report which can be accessed at [www.isbe.net/GATA/default.htm](http://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 FY 2017 grant execution. ISBE updates the link daily 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](http://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.

## In Brief

### Rebate Program

- The Environmental Protection Agency's **2016 School Bus Rebate Program** is now accepting applications. This rebate program replaces and retrofits older school buses in both the public and private fleets. To learn more about the program, applicant eligibility, and the selection process, visit [www.epa.gov/cleandiesel/clean-diesel-rebates](http://www.epa.gov/cleandiesel/clean-diesel-rebates).

### School Health Staff Recognition

- Congratulations to three Illinois school nurses who were honored as **"40 under 40" Emerging Nurse Leaders** by the Illinois chapter of American Nurses Association on Sept. 22 during a ceremony at Rush University Medical Center in Chicago. The nurses were among 40 Registered Nurses (RNs) under 40 years of age recognized for their achievements as RNs in their specialty fields. The awardees are Saria Lofton, MSN, RN, PEL-CSN, University of Illinois at Chicago, school nurse certificate program, formerly of Chicago Public Schools; Anne Marie Mullins, BSN, RN, PEL-CSN/NCSN, head school nurse, Niles Township High School District 219; and Gloria Barrera, MSN, RN, PEL-CSN, District 229 Oak Lawn Community High School.

### Grant Opportunities

- The [Life Time Foundation](#), the [Chef Ann Foundation](#), and the [Whole Kids Foundation](#) are teaming up for a school food grant opportunity aimed to help districts improve meal programs and transition to scratch cook operations. The application deadline for the School Food Support Initiative is Nov. 30. Selected districts will receive program services valued at approximately \$192,000 (dependent on district size). Up to seven districts across the country will be selected for this second round of grant founding. To read more, visit the [School Food Support Initiative webpage](#) or send questions to [info@chefannfoundation.org](mailto:info@chefannfoundation.org).

### Upcoming Events

- Join CDC experts for a YouTube Live handwashing presentation at 9:30 a.m. Oct. 14 in observance of [Global Handwashing Day](#). Global

Handwashing Day is an occasion to support a global and local culture of handwashing with soap, shine a spotlight on the state of handwashing in each country, and raise awareness about the benefits of handwashing with soap. Tune in via YouTube Live at [youtu.be/VgP5ragVmSU](http://youtu.be/VgP5ragVmSU).

### Professional Development

- **University of Chicago School of Social Service Administration** is sponsoring a lecture from 10-11:30 a.m. on Oct. 14 titled "Applying Evidence-Based Practices in Real World Settings: Teacher-Child Interaction Training – Universal (TCIT-U) as an Exemplar." Lecture details and a registration link can be found at [www.ssa.uchicago.edu/pdp-autumn-2016-programs/#Sarnat](http://www.ssa.uchicago.edu/pdp-autumn-2016-programs/#Sarnat). Attendance is free, but registration is required. CEUs or CPDUS are available for \$15. Questions can be directed to Heidi Nagel at [hnagel@uchicago.edu](mailto:hnagel@uchicago.edu).

### Employment Opportunities

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