



# Weekly Message

**Oct. 12, 2016**

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

Hello,

As you know, ISBE releases the 2016 Report Card to the public at the end of the month, on Oct. 31 – in a little over two weeks! Our data, assessments, and communications teams are conducting a webinar both in the morning and afternoon on Oct. 13 to prepare school and district administrators to answer questions from media and stakeholders. The webinar will provide a brief orientation to the data available in the 2016 Illinois Report Card, as well as provide strategies for analyzing, contextualizing, and communicating this data to stakeholders and media. I encourage you to register and attend.

Another bit of housekeeping: Last week I told you about a survey regarding assessments to comply with Public Act 99-590. That survey was sent to all superintendents on Thursday, Oct. 6. We ask that you submit this information for each school in your district by Oct. 18. Please reach out to John Barker at [jbarker@isbe.net](mailto:jbarker@isbe.net) if you did not receive the survey or have questions.

In other exciting news, I am proud to announce that Illinois is joining [Future Ready](#)! The Alliance for Education, in partnership with the U.S.

Department of Education, is creating a network of district leaders dedicated to planning and implementing digital learning strategies – and to achieving the more personalized approach to teaching and learning that every child deserves. Illinois has committed to supporting school district leaders in utilizing Future Ready resources. I encourage you to take the [Future Ready District Pledge to ensure that your district benefits from the free resources and professional learning opportunities available](#). Superintendents who sign the pledge are provided free access (for their entire district staff) to summits, workshops, interactive planning tools, mentoring, and regional networking. [Click here](#) to see who has already signed the pledge in your area.

Additionally, there are several districts I'd like to recognize this week for their transformative work.

### Table of Contents

Those Who Excel .....	3
Technology Revolving Loans Program.....	3
5Essentials .....	4
Funding and Disbursements.....	4
Special Education Services .....	6
School Health Issues .....	6
Nutrition and Wellness Programs.....	6
Data Analysis .....	7
Federal and State Monitoring.....	7
School Business Services .....	8
Title Grant Administration.....	10
Illinois Emergency Management Agency..	10
Grant Accountability & Transparency Act	10
In Brief.....	12



**Thank you,  
principals!**

#NationalPrincipalsMonth  
#ThankaPrincipal



Illinois  
State Board  
of Education

**October is National Principals Month**

J. Sterling Morton High School District 201 was featured in [District Administration magazine](#) for achieving a higher graduation rate and increased student performance. The piece highlights the district's new grading system, community engagement efforts, and leadership among medium-sized school districts in expanding access to Advanced Placement (AP) courses while improving AP exam performance. Earlier this year, the district was named a [College Board Advanced Placement @ District of the Year](#).

Cicero School District 99 has been working to improve student performance in reading and comprehension through more focused professional development for teachers. The district has received support from the [Illinois Center for School Improvement](#) (Illinois CSI) to pilot differentiated small-group reading instruction to assist English language learners. It has also implemented a classroom walk-through process to provide teachers with meaningful feedback. In the first semester of the program, the district saw a 4.75 percent increase in the number of students who were meeting or exceeding grade-level proficiency in reading. You can learn more about the district's work with Illinois CSI by watching [this video](#).

Thank you all for continuing to do outstanding work for Illinois students.

Enjoy the rest of the 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>.

- **Deadline to submit assessment information to ISBE** – Oct. 18
- **State Board of Education Meeting** – Oct. 20 (<http://www.isbe.net/board/pdf/2016-board-meetings.pdf>)
- **Great Central U.S. ShakeOut** – Oct. 20 ([www.shakeout.org/centralus/](http://www.shakeout.org/centralus/))
- **2016 Those Who Excel banquet** – Oct. 22 ([www.isbe.net/those-who-excel/default.htm](http://www.isbe.net/those-who-excel/default.htm))
- **Part 1 (Public Schools Evaluation, Recognition and Supervision) and Part 650 (Charter Schools) – Public comment ends** – Oct. 24
- **Illinois Report Card Release** – Oct. 31
- **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
- **Deadline to submit Limitation of Administrative Costs Worksheet** – Nov. 15
- **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

- **FY 17 School Technology Revolving Loan Program** application deadline – Dec. 1 ([www.isbe.net/ed-technology/html/revolving\\_loan.htm](http://www.isbe.net/ed-technology/html/revolving_loan.htm))
- **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.)

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## Those Who Excel

### Meet Illinois Teacher of the Year Finalist Elizabeth Mendoza of District 201

Elizabeth Mendoza, a Spanish teacher at J.S. Morton East High School in District 201, may only be in her fifth year of teaching, but her achievements rival that of a seasoned veteran. For the past two years, 100 percent of Elizabeth's Advanced Placement (AP) Spanish students have earned 3s or higher on the AP exam. Elizabeth has not only embraced the district's mission of "every student succeeds," she has made it her personal mantra. The lead teacher of her department wrote this about Elizabeth: "In her four short years in teaching, she has come up with outstanding lessons, managed to form strong connections with her students, instilled a strong sense of admiration from her students, furthered her studies, and accomplished goals that other teachers dream of accomplishing."



Elizabeth says she was inspired to become a teacher by her experiences with her teachers. She drew inspiration from both the good and the not-so-good teachers she had throughout her years as a student. Elizabeth's sixth-grade teacher was her first role model. The teacher encouraged her students to believe that they could go on to college. Her love for teaching and her students showed in everything she did. That teacher became Elizabeth's first mentor and she taught her that good teachers truly care about helping their students succeed in the classroom -- and in life. She also learned how an indifferent teacher could harm struggling students. Those examples, and many others, help Elizabeth focus every day to be the best teacher she can be.

Today Elizabeth is the teacher inspiring students. She is described as a "powerful force that drives students to do their best." Her students are drawn to her warmth, her empathy, and her bubbly personality. They seek her out before and after school and she is always available to them. One of her students firmly believes that "nine out of 10" students would say Elizabeth is their favorite teacher. The prime example of her influence and inspiration on her students can be seen in the student who claims Elizabeth has inspired her to become a teacher and says this about her: "She's a rare type of teacher, the one that you create a bond with and can go to for absolutely anything -- the type of teacher I aspire to be."

Elizabeth 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.

To learn more about the other finalists, visit [www.isbe.net/those-who-excel/default.htm](http://www.isbe.net/those-who-excel/default.htm).

### Those Who Excel Banquet Sold Out

The Oct. 22 Those Who Excel/Illinois Teacher of the Year banquet is sold out. We apologize for any inconvenience.

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## Technology Revolving Loan Program

### FY 2017 Applications Now Available

The fiscal year 2017 School Technology Revolving Loan Program (STRLP) application materials for eligible districts and schools have been posted at [www.isbe.net/ed-technology/html/revolving\\_loan.htm](http://www.isbe.net/ed-technology/html/revolving_loan.htm). This year the loan is for school districts serving grades 9-12.

Applications will be accepted through Dec. 1. The loans will be awarded on a first-come, first-served

basis. The STRLP is a three-year loan with a 2 percent interest rate. The amount that each district is eligible to apply for is listed under “Loan Eligibility Listing” found at [www.isbe.net/ed-technology/pdf/strlp-elig-listing-fy17.pdf](http://www.isbe.net/ed-technology/pdf/strlp-elig-listing-fy17.pdf).

Questions can be directed to Jamey Baiter at (217) 524-4832 or via email at [jbaiter@isbe.net](mailto:jbaiter@isbe.net).

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## 5Essentials

### Adding Optional District Voice Information

On this year’s Report Card, districts will have an opportunity to add a district voice to their 5Essentials Survey results. The district voice will provide principals and superintendents an opportunity to provide some local context and explain how the district is utilizing the results. Principals can enter the information into their MyIIRC school site after the release of the 2016 Illinois Report Card on Oct. 31. This change developed out of the 5Essentials Focus Group. The district voice could include areas described below:

1. Provide a local context for the school results.
2. Explain the changes made in the district/school over the last year.
3. Principals can describe how they are addressing culture and climate in the school.
4. Talk about how the data is being utilized for school improvement planning and organizational growth.
5. Express how the school and district are engaging parents and the community on the topic of culture and climate.
6. What are the next steps for improving school culture and climate in the district/school?

Detailed instructions on how to add the 5Essentials feedback onto the Report Card are available at [www.isbe.net/5essentials/pdf/2016-17/5E-feedback-form-sy17.pdf](http://www.isbe.net/5essentials/pdf/2016-17/5E-feedback-form-sy17.pdf).

### 2016-17 FAQ and Survey Questions Now Available

The 2016-17 5Essentials FAQ is now available at [www.isbe.net/5essentials/html/faq.htm](http://www.isbe.net/5essentials/html/faq.htm). The FAQ provides information regarding the 5Essentials and the 5Essentials Survey, including definitions; reasons for

implementation; and details on benefits, participation, and administration.

The 5Essentials Survey student, teacher, and parent core questions have also been made available at [www.isbe.net/5essentials/pdf/2016-17/2016-17-5E-Survey-Questions.pdf](http://www.isbe.net/5essentials/pdf/2016-17/2016-17-5E-Survey-Questions.pdf).

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## Funding and Disbursements

### Final 2015-16 IDEA Room and Board Claim Payment Information

The 2015-16 Individuals with Disabilities Education Act (IDEA) Room and Board program is now complete and all claims were reimbursed at 100 percent. As a reminder, claims were paid at 90 percent during the 2015-16 school year to assure sufficient funding was available to pay all claims equally. After all claims for the fiscal year were received, an assessment of the availability of Room and Board funds was performed and a final payment was made. There was sufficient funding available this year to pay all claims for the additional 10 percent due. The following link provides a graph demonstrating the claims and available IDEA Part B funds utilized for the Room and Board program in the past few years: [www.isbe.net/funding/pdf/sped-rb-history-graphFy16.pdf](http://www.isbe.net/funding/pdf/sped-rb-history-graphFy16.pdf).

The final 2015-16 school year voucher was processed by ISBE on Sept. 28 and released by the Office of the Comptroller on Sept. 30.

**2016-17 School Year:** The projected increase of claims and available IDEA funds for the 2016-17 school year is estimated at a proration of approximately 95 percent; therefore, to avoid potential overpayment, submitted monthly claims will be paid at 90 percent during the year. Final claims and proration will be calculated and paid after all claims are finalized in September 2017.

If you have questions, please contact Lisa Willhoit in the Funding and Disbursement Division at [lwillhoi@isbe.net](mailto:lwillhoi@isbe.net) or (217) 782-5256.



## 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 SBE **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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### **Special Education Services**

#### **Social and Emotional Learning Awareness**

ISBE is offering a new 2016 SEL Awareness Webinar available at <http://isbe.net/learningsupports/html/sel-resources.htm> to support important work at the school and classroom levels to strengthen Social and Emotional (SEL) competencies for all students.

The resource is prepared as an overview of current efforts heightening the opportunities to incorporate awareness and teaching of SEL at every level of services to students. It highlights opportunities to thread SEL competencies through existing frameworks and directs the viewer to a variety teaching and learning resources for SEL via the ISBE Comprehensive Learning Supports webpage and Illinois Classrooms in Action links. Information is suitable for both teachers and administrators. The overview is also a preview of information that will be shared through a series of fall conferences offered through Illinois Classrooms in Action, Oct. 19 through Nov. 17. For conference information, go to <http://www.ilclassroomsinaction.org/>.

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### **School Health Issues**

#### **Warning About Halloween Colored Contacts**

The Illinois Department of Financial and Professional Regulation (IDFPR) is reminding the public that purchasing colored contact lenses from anyone other than a licensed eye care professional or pharmacist is dangerous. The health risk is serious and most of the customers seeking cosmetic contact lenses are teens and young adults. IDFPR is partnering with ISBE and the Department of Public Health to alert teachers, administrators, and health care professionals in every school district and county in the state about the serious health and vision problems facing young people and warning signs to look for in their students and patients.

For more information, please see IDFPR's press release at

[www.idfpr.com/news/2016/10122016HalloweenColoredContactsCouldDamageEyes.asp](http://www.idfpr.com/news/2016/10122016HalloweenColoredContactsCouldDamageEyes.asp).

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### **Nutrition and Wellness Programs**

#### **Breakfast After the Bell Mandate Grant Funding Available; Apply by Nov. 18**

Eating breakfast at school has been proven to reduce tardiness, absenteeism, and visits to the nurse, while improving test scores. Unfortunately, less than half of eligible Illinois students currently have access to school breakfast. Illinois ranks 40th in the nation in the ratio of school lunch participants who also eat breakfast. With school breakfast we can ensure that all children start the day with the nutrition they need to reach their full potential.

[Public Act 99-0850](#) requires every public school in which at least 70 percent of the students were eligible for free or reduced-price lunches in October of the preceding year to operate a Breakfast After the Bell program. Breakfast After the Bell means breakfast is provided to children after the instructional day has officially begun and does not prohibit schools from also providing breakfast before the instructional day begins. Schools may choose whatever delivery model that best suits the students. Typical options include:

- **Breakfast in the Classroom:** Food is delivered (by staff, students, or volunteers) to each classroom after school begins and students are permitted to eat breakfast in the classroom.
- **Grab and Go Breakfast:** Students pick up bagged or boxed breakfast from carts or specified areas and are permitted to eat in either designated areas or the classroom.
- **Second-Chance Breakfast:** An extended passing or breakfast period is offered in the cafeteria, following the first or second period of the day.
- Other options include serving breakfast during an early recess or outdoor lesson. Schools and districts have great flexibility in serving breakfast after the bell as long as it is offered to all students after the instructional day has begun.

**FUNDING:** State reimbursement to offset a portion of the cost of the meal is available if a site serves a reimbursable meal to a student eligible for a free meal and the site is enrolled in the Illinois Free Breakfast and Lunch Programs. Both state and federal reimbursement is available if a site enrolls in the National School Lunch Program, and/or School Breakfast Program.

Grant funding is also available for new and expanding Breakfast After the Bell programs statewide. The next **No Kid Hungry Illinois Breakfast Grant deadline is Nov. 18.** Grants are available for up to \$5,000 each that will help schools purchase approved equipment and materials and institute initiatives facilitating [alternative breakfast models](#), such as Breakfast in the Classroom or Grab and Go Breakfast. To apply, visit [grants.nokidhungry.org](http://grants.nokidhungry.org). The application is easy. You will need to create an account – when prompted, enter the access code: ILBREAKFAST2017.

For more information on this mandate, please visit [www.isbe.net/nutrition/htmls/hb\\_756.htm](http://www.isbe.net/nutrition/htmls/hb_756.htm). For more information on the No Kid Hungry Illinois Breakfast Grant, contact [schoolbreakfast@gcfd.org](mailto:schoolbreakfast@gcfd.org).

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## Data Analysis

### Final EIS Deadline for Employment/Position Data Approaching

This notice is to remind districts that the final deadline to submit data for Employment Information System (EIS) employment, position records, and noncertified aggregated full time equivalent (FTE) counts is **Nov. 1** to align with new 5Essentials reporting requirements.

Certain data elements have been enhanced or introduced, in accordance with federal law. This was covered in the September webinar “[Introduction to 2017 EIS: New Features and Updates](#).”

Again, the final deadline for 2016-17 employment, position records, and noncertified employee aggregated FTE counts is **Nov. 1**. Please submit the data using IWAS or batch files.

For further EIS assistance, please contact the EIS help desk at (217) 782-3950 or email [datahelp@isbe.net](mailto:datahelp@isbe.net). For technical assistance with IWAS, please contact the ISBE Help Desk at (217) 558-3600.

### 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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## Federal and State Monitoring

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

The FY 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**

#### **Deadline Set to Submit Limitation of Administrative Costs Worksheets**

Section 17-1.5 of the School Code requires school districts to limit the growth of “administrative” expenditures to a maximum of 5 percent from one fiscal year to the next. School districts must file the Limitation of Administrative Costs Worksheet with ISBE’s School Business Services Division by Nov. 15.

A blank Limitation of Administrative Costs Worksheet is available at [www.isbe.net/sfms/AdminCaps/AdminCaps.htm](http://www.isbe.net/sfms/AdminCaps/AdminCaps.htm).

Additionally, the Limitation of Administrative Costs Worksheet is included in the Illinois School District

Annual Financial Report - June 30, 2016 (ISBE 50-35). If a completed Limitation of Administrative Costs Worksheet is submitted along with the school district’s Annual Financial Report, a separate worksheet does not have to be submitted. Please note that the worksheet included in the School District Budget Form July 1, 2016 - June 30, 2017 (ISBE 50-36) is a working document for local use only and will not be accepted for official submission of the Limitation of Administrative Costs Worksheet.

Submitted Limitation of Administrative Costs Worksheets will be reviewed to ensure figures match to the district’s submitted School District Budget Form July 1, 2016 - June 30, 2017 (ISBE 50-36) and the district’s submitted Annual Financial Report - June 30, 2016 (ISBE 50-35). Inaccurate Limitation of Administrative Costs Worksheets will be returned to districts for correction.

Districts exceeding the limitation may amend their budgets prior to June 30, 2017, to become in compliance with the limitation. Districts unable to amend their budgets would have to waive the limitation in order to become in compliance. School districts with administrative expenditures in the 25<sup>th</sup> percentile or below (4<sup>th</sup> quartile) may waive the limitation following a public hearing and with the affirmative vote of at least two-thirds of the members of the school board. Any district waiving the limitation shall notify ISBE within 45 days of such action. If a school district that is ineligible to waive the limitation by board action exceeds the limitation solely because of circumstances beyond the control of the district and the district has exhausted all available and reasonable remedies to comply with the limitation, the district may request a waiver from the General Assembly pursuant to Section 2-3.25g of the School Code. Procedures for requesting a waiver in accordance with Section 2-3.25g of the School Code are available at [www.isbe.net/isbewaivers/default.htm](http://www.isbe.net/isbewaivers/default.htm).

Quartile rankings for all school districts and a sample waiver resolution for qualifying districts are available at [www.isbe.net/sfms/AdminCaps/AdminCaps.htm](http://www.isbe.net/sfms/AdminCaps/AdminCaps.htm).

If you have questions, contact Michelle Heninger, School Business Services Division, at (217) 785-8779 or [mheninge@isbe.net](mailto:mheninge@isbe.net).



## 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 (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. Marjorie 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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## **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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## **Grant Accountability & Transparency Act**

### **FY 2017 Indirect Cost Rates**

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 <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.

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## In Brief

### Student Opportunities

- Veterans of Foreign Wars is partnering with schools to offer scholarship programs such as the **Patriot's Pen Contest (grades 6-8) and the Voice of Democracy Contest (grades 9-12)**. The entry deadline is Nov. 1. For more information, please visit [www.vfw.org/youth/](http://www.vfw.org/youth/).
- The **U.S. Department of State** has announced scholarship opportunities for American high school students to study abroad. For more information, visit [www.exchanges.state.gov](http://www.exchanges.state.gov).

### Professional Development

- The **Illinois Association of School Nurses** will hold its annual conference Friday, Oct. 21, and Saturday, Oct. 22, in Springfield at the downtown Wyndham Springfield City Centre. Continuing nursing education credits are available for license renewal under IDFPR rules for RNs and LPNs. Registration is available at <http://iasn.org/2016-conference/>.
- **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).

### 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).

### 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).