


MESSAGE FROM THE SUPERINTENDENT

 [Printable PDF](#)

September 6, 2017



Hello,

I would like to start by again expressing my deep appreciation. So many Illinois educators and local educational leaders have worked tirelessly for so many years to get us to this historic moment. We now have a new, fairer system of funding for Illinois public schools and a high-quality Every Student Succeeds Act ([ESSA State Plan](#)  (/Documents/ESSAStatePlanforIllinois.pdf) to implement to create the conditions for every school community to support the whole child, the whole school, and the whole community.

Our charge as educators is to care for and fully prepare every student we serve. Every school in Illinois is a place of opportunity for all students. We must continue to nurture and educate each student who comes into our schools. All families in our community belong in our public schools.

Ending the Deferred Action for Childhood Arrivals (DACA) program does terrible harm and disrupts our pursuit of healthy communities in

Illinois.

We also recognize the leadership of educators who are DACA recipients and the positive contributions they make in Illinois every day. We want to retain these thoughtful contributors, not reject and punish them.

Now, more than ever, we need more qualified teachers to equip our students for success in college and career. The teacher shortage is a deep issue in Illinois and a growing concern nationally. Teacher shortage crises are most pronounced in high-need schools and subject areas, and for teachers with specific skills. As the State Board's goals highlight, ISBE believes that all students deserve to have equitable access to highly prepared and effective teachers and school leaders.

Getting teachers into classrooms is everybody's work. We have to support and value the teaching profession and do a better job of recruiting and retaining teachers. Authentically elevating the status of teaching requires changing the narrative around the teaching profession to illustrate the realities in classrooms. It is important for us to share more stories about educators — about the complexity of their jobs, the schools and communities they work in, and their influence on students. We have to reframe perspectives on teaching and learning to emphasize the growth and progress of students and schools.

Our educators need to reflect the diversity of their students. At the same time, we need to ensure that all teachers, regardless of their backgrounds and life experiences, are prepared to effectively support the diverse students in their classrooms. ISBE believes in expanding opportunities for teacher

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leadership and meaningful professional learning experiences. We are committed to improving satisfaction and retention among educators and to harnessing the teaching corps' deep talent and knowledge to improve Illinois' education systems.

ISBE recently released a new tool, the [Unfilled Positions Map](#) (/Pages/ELUnfilledPositions.aspx), to bring light to the unfilled positions in Illinois. The map displays open instructional, administrative, and support positions statewide as of October 1 of the reporting year. It illustrates the critical need for more professionals to join in the important work happening in Illinois' public schools. Users can search and sort by position type, county, and district; locate openings on a map; see aggregate data; and go to the hiring district's website.

ISBE supports eliminating barriers that discourage qualified individuals from teaching. We worked with the Illinois General Assembly to pass SB 2912, signed into law by Governor Bruce Rauner on Jan. 6, 2017. The new law makes several changes to streamline the process for licensed educators in other states to obtain an Illinois license, reduces financial and other barriers to substitute teaching, and creates alternative routes for teachers to seek the teacher leader license endorsement.

Our state will be strengthened when all of our children have access to caring adults and high-quality learning opportunities. ISBE must ensure that educators are supported in their professional learning so they, in turn, can support children throughout the continuum of early childhood through postsecondary education and career.

I know many of you are seeking information about vouchers. ISBE sent the Aug. 10 and Aug. 20 vouchers to the Comptroller on Friday, Sept. 1. ISBE sent the Sept. 10 voucher today, Sept. 6. As a reminder, ISBE will not have final calculations for evidence-based funding EBF for a few months. Therefore, these initial payments to school districts are the preliminary base-funding minimum amounts based on final fiscal year 2017 distributions. This means districts will receive hold harmless payments until ISBE completes the EBF calculations. Each district's preliminary base-funding minimum amount can be viewed at www.isbe.net/ebf2018 (<http://www.isbe.net/ebf2018>). We will continue to stay in dialogue throughout this process.

Have a great week!

Tony



UPCOMING ISBE DATES AND DEADLINES

Please note this is not a complete list of events, meetings, and deadlines. For more events and details, visit the [ISBE Meetings page](#) (<https://www.isbe.net/Pages/ISBE-Meetings.aspx>) or call the Illinois State Board of Education at (866) 262-6663.

Sept. 8: [Deadline to submit Intent to Apply for FY 2018 Preschool for All Expansion State RFP](#)
(<https://forms.office.com/Pages/ResponsePage.aspx?id=hv5kA8ZJ9Eq1LDNameV30dklixN0yytNnWajlFDYxcJUOFBMMkZJWTIUSU9HN1cyNktJMjBaNEMyRi4u>)

Sept. 8: Employee evaluations and salaries due in EIS

Sept. 11-13: [Annual Title I Directors Conference](#)
(<https://www.regonline.com/registration/Checkin.aspx?EventID=2019814>)

Sept. 12: Deadline to submit subject matter expert nominations for SAT standard setting

Sept. 13-14: [Illinois State Board of Education meeting](#)
(<https://www.isbe.net/Pages/Illinois-State-Board-of->

[Education-Calendar.aspx](#))

Sept. 18: [Deadline to submit FY 2018 Preschool for All Expansion State RFP](#)
(<https://www.isbe.net/Pages/RFPs.aspx>)

Sept. 30: [Deadline for Illinois Bicentennial Celebration student video contest submissions](#)
(<http://illinois200.marsdigitalmedia.com/index.htm>)

Oct. 1: [Deadline to submit Undesignated Epinephrine Policy](#)
(<https://forms.office.com/Pages/ResponsePage.aspx?id=hv5kA8ZJ9Eq1LDNameV30UeQdMjbpkpAruyvMB9mfN9UOUVLUBHQVNIRExGVkoxVEFKSINaMFM0Ni4u>)

Oct. 4: [U.S. Senate Youth Program and Hearst Scholarship applications due](http://www.isbe.net/Documents/USSYP_42-60_RSM.pdf) (http://www.isbe.net/Documents/USSYP_42-60_RSM.pdf)

Oct. 6: [Deadline to submit Thomas Lay Burroughs Award nominations](https://www.isbe.net/Pages/thomas-lay-burroughs-award.aspx) (<https://www.isbe.net/Pages/thomas-lay-burroughs-award.aspx>)

Oct. 9: ISBE offices closed for Columbus Day

Oct. 18: [Illinois State Board of Education meeting](https://www.isbe.net/Pages/Illinois-State-Board-of-Education-Calendar.aspx) (<https://www.isbe.net/Pages/Illinois-State-Board-of-Education-Calendar.aspx>)

Oct. 20: Deadline to submit U.S. Presidential Scholar nominations

Oct. 25-27: [Sharing A Vision conference](http://sharingavision.org) (<http://sharingavision.org>)

Oct. 28: [2017 Those Who Excel banquet](https://www.isbe.net/Pages/Those-who-excel.aspx) (<https://www.isbe.net/Pages/Those-who-excel.aspx>)

Oct. 31: Deadline to submit FY 2018 School District Budget/Joint Agreement Forms

Nov. 10: ISBE offices closed for Veterans' Day

Nov. 15: [5Essentials survey window opens](https://www.isbe.net/Pages/5Essentials-Survey.aspx) (<https://www.isbe.net/Pages/5Essentials-Survey.aspx>)

Nov. 17: [Illinois State Board of Education meeting](https://www.isbe.net/Pages/Illinois-State-Board-of-Education-Calendar.aspx) ([http://www.isbe.net/Pages/Illinois-State-Board-of-Education-Calendar.aspx](https://www.isbe.net/Pages/Illinois-State-Board-of-Education-Calendar.aspx))

Nov. 23-24: ISBE offices closed for Thanksgiving holiday

Dec. 12: [Deadline to submit Arts Education Week Posters](https://www.isbe.net/Documents/IAEW-CONTEST-FORM.pdf) (<https://www.isbe.net/Documents/IAEW-CONTEST-FORM.pdf>)

THOSE WHO EXCEL

Meet Teacher of the Year Finalist Teresa Eden



Teresa Eden begins her 27th year of teaching this year. The new school year marks her fifth year as a fourth-grade Title I reading teacher at Monroe Center Grade School in Meridian Community Unit School District 223. Her nominator describes Teresa as a passionate learner, educator, leader, and a tireless advocate for children who “takes each academic relationship with a student and makes it personal by mentoring, guiding, and teaching every student to reach for the stars.”

Teresa began her own journey in education as a kindergarten student in the Meridian school district and she learned a life lesson from her first-grade teacher. That teacher gave her the confidence to believe that although she might struggle in school, she could overcome those struggles through hard work and by never giving up on her goals. Teresa took that advice to heart and encourages her students to believe they too can achieve their goals.

Her parents also played an integral role in Teresa’s love of education and her passion for helping others succeed in whatever ways she can. Her father had a deep appreciation of education and believed in hard work. He taught his children the importance of both a good education and a strong work ethic. Teresa’s mother instilled in her the value of being empathetic toward others. She helped Teresa understand that individuals see situations in their lives through their own lenses and respond accordingly.

Teresa combined these values and uses them as the base for her teaching philosophy. She firmly believes that her words, her lessons, and her response to a specific situation help shape the way her students learn and grow. As she explains, “Everything I say and do each day could mean the world to that one child.”

Her colleagues appreciate her strengths as a collaborator and a leader. She consistently goes above and beyond to understand the whole student instead of just test scores. She encourages and motivates her colleagues to try new things that better help students. One of Teresa’s colleagues wrote this about her: “When I think of Teacher of the Year, I think of someone who sacrifices part of themselves for his or her students and co-workers — that is Teresa.”

Teresa is one of 10 finalists for Illinois Teacher of the Year, who will be named at the Those Who Excel banquet in Normal on October 28.

U.S. PRESIDENTIAL SCHOLARS PROGRAM

ISBE Accepting Nominations for U.S. Presidential Scholars Program

ISBE is seeking candidates for the U.S. Presidential Scholars Program. This program honors high school students based on their outstanding scholarship and promise of future success. ISBE is encouraging principals to nominate students who might not otherwise be nominated through the current SAT/ACT or arts recognition process.

All high school seniors graduating between January and June 2018 who are U.S. citizens or legal permanent residents and who attend public, parochial or independent schools, as well as those who are home-schooled, are eligible.

The 2018 U.S. Presidential Scholars will be selected by the Commission on Presidential Scholars and will receive an expense-paid trip in June to Washington, D.C., where each honoree will be awarded a Presidential Scholars Medallion.

Principals should address the following questions in their nomination letters:

1. What about the student makes him or her stand out as having outstanding scholarship?
2. What special challenges or hurdles has this student overcome while still achieving high academic success?

Please submit nominations to ISBE, Office of Communications, 100 N. First St., Springfield, IL 62777. Nominations must be postmarked by **Oct. 20**. For additional information about the program, visit www.ed.gov/psp (<http://www.ed.gov/psp>).

U.S. Presidential Scholars in Career and Technical Education Nominations

The U.S. Presidential Scholars Program now honors students on the basis of outstanding scholarship and demonstrated ability and accomplishment in career and technical education (CTE) fields. Therefore, in addition to the general nominations, ISBE is also asking administrators, counselors, and teachers to nominate students from their jurisdiction to be included as candidates for recognition for excellence in CTE. Administrators, counselors, and teachers may nominate **up to five CTE students per school** for consideration.

All high school seniors who are participants in a CTE program graduating between January and June of 2018 who are U.S. citizens or legal permanent residents and who attend public, parochial, or independent schools, as well as those who are home-schooled, are eligible.

The top five nominees from Illinois will be submitted to the U.S. Department of Education. All 2018 U.S. Presidential Scholars will be selected by the Commission on Presidential Scholars and will receive the Presidential Scholars Medallion at a ceremony in their honor in Washington, D.C.


To download and complete the nomination and application forms, please visit <https://www.isbe.net/Pages/Career-Technical-Education.aspx> (/Pages/Career-Technical-Education.aspx).

Please submit nominations and applications to Brian Houser, ISBE, College and Career Readiness Division, 100 N. First St., Springfield, IL 62777. Applications must be postmarked by **Oct. 20**.

For additional information about the program, visit www.ed.gov/psp (<http://www.ed.gov/psp>).

CHARTER SCHOOLS

'Non-Curricular Health and Safety Requirements Applicable to Charter Schools' Now Available

An updated version of the "Non-Curricular Health and Safety Requirements Applicable to Charter Schools" is now available on our [website](#)  (/Documents/Non-Curricular_Health_and_Safety_2017.pdf).

For questions, please contact ISBE Charter Schools at charter@isbe.net (<mailto:charter@isbe.net>).

ASSESSMENT AND ACCOUNTABILITY

Nominees Needed to Establish Performance Standards for the State-Sponsored SAT

ISBE needs assistance in identifying subject matter experts in English/language arts and mathematics to serve as panelists for the SAT standard setting. This process, which takes about two days, establishes the cut scores for the performance levels used for the purposes of state and federal accountability. The ISBE-sponsored SAT School Day exam was administered for the first time in spring 2017. This assessment serves both as a free college entrance exam for all grade 11 public school students in Illinois and as the state's high school accountability assessment.

Standard setting will be held the week of **Sept. 25-29, 2017**. Nominations can be submitted using the form at <http://bit.ly/2gbeAGO> (<http://bit.ly/2gbeAGO>). **The deadline for nominations is Sept. 12.**

It is important that the standard-setting panel be as representative of the population and distribution of grade 11 students as possible.

- Panelists should be a subject matter expert (SME) in the subject area they are representing and should have current or very recent experience teaching students for whom the standards will apply.
- Panelists should represent a range of teaching experience. The tendency is to nominate more senior or veteran SMEs, but SMEs who have as few as two years of experience should also be considered. Educator preparatory curricula and teaching methods change with time and these perspectives should be represented. It is also desirable to include SMEs with a range of education levels: bachelor's, master's, Ph.D., Ed.D., specialist, etc.
- Panelists should represent all genders, race/ethnicity subgroups, and regions from across the state, including urban, suburban, metropolitan, and rural locations.
- Panelists who have experience teaching students with disabilities and English Learners (in addition to any other special populations), college and career readiness specialists, and high school or college guidance counselors are also needed.


ISBE will select between 24 and 30 panelists in each subject area to represent the diversity of the state and will contact these individuals directly to verify their participation and obtain additional details.

If you have any questions, please contact Rae Clementz at aclement@isbe.net (mailto:aclement@isbe.net) or (866) 317-6034.

IL EMPOWER

Illinois 5Essentials Survey of Learning Conditions: Organizing Schools for Improvement

ISBE is pleased to announce the sixth administration of the 5Essentials Survey of Learning Conditions: Organizing Schools for Improvement ("5Essentials Survey") for the 2017-18 school year, which will be conducted from **Nov. 15, 2017, through Jan. 18, 2018**. The 5Essentials Survey provides districts and schools with detailed information on school culture and climate by examining five leading areas for school improvement: Effective Leaders, Collaborative Teachers, Involved Families, Supportive Environment, and Ambitious Instruction. Schools and communities can use the survey results to guide their ongoing efforts to improve schools for student learning. The data from the survey will also be available on the [Illinois Report Card](http://www.illinoisreportcard.com/) (<http://www.illinoisreportcard.com/>).

The Illinois 5Essentials Survey is administered online by UChicago Impact at the University of Chicago on behalf of ISBE. Teachers, students in grades 6 through 12, and parents will be able to participate in the survey. The survey is **required**  (/Documents/5E-required-list-sy17.pdf) biennially and is required for districts that did not participate in last year's survey or administer an approved alternate survey. If a district completed the 5Essentials Survey during the 2016-17 school year, it may, but is not required, to administer the survey in the 2017-18 school year.

Please complete this [form](https://goo.gl/forms/yigmvO0rUXQTuIWG2) (https://goo.gl/forms/yigmvO0rUXQTuIWG2) to indicate that your district will participate in the 5Essentials during the 2017-18 school year, whether you are electing or required to participate. Note that the deadline to complete the form is **Sept. 15** since the survey window is earlier than last year. Please make sure that educator and student information is updated and valid, as the data required for rostering students and teachers will be pulled from the Student Information System and the Employment Information Systems, respectively.

Voluntary Fourth and Fifth Grade Pilot

Illinois school districts and schools will have the option for the first time to expand the 5Essentials Survey to include fourth- and fifth-grade students in the 2017-18 administration. The fourth- and fifth-grade pilot will provide schools and districts with the opportunity to gather additional insight into students' experiences within the school's climate and culture. Participation in the pilot is voluntary. Please note that choosing to participate in the fourth- and fifth-grade pilot will not require additional effort on the part of the school or district in providing data. ISBE has automated the data process and will manage the logistics to ensure the appropriate data is securely uploaded to UChicago Impact.

Release of Survey Results

It is anticipated that district and school leadership will receive data in aggregate form approximately four to six weeks after the close of the survey window. Formal reports prepared by UChicago for each district and school are estimated to be completed and sent to schools by mid-April 2018. Please note that such reports will also be posted on the 5Essentials Survey website by June 30, 2018.

New enhancements for the 2017-18 school year include:

- UChicago Impact launched a newly improved reporting [tool](https://www.5-essentials.org/illinois/2017/) (https://www.5-essentials.org/illinois/2017/) for the survey data.
- Fourth- and fifth-grade pilot
- Districts will again have the option of constructing a narrative describing their local context. In addition, this section will allow districts that are administering alternative surveys to summarize their results and provide a local context.
- ISBE will facilitate learning and technical supports for utilizing the survey data in a local school/district continuous improvement process.
- UChicago Impact will host a series of webinars in the fall, dates to be announced soon, for new and returning school leaders concerning survey administration.

Should you have any questions regarding the survey, please call (217) 524-4832 or email 5Essentials@isbe.net (mailto:5Essentials@isbe.net).

FUNDING AND DISBURSEMENTS

Electronic Expenditure Reporting – Instructional Presentation

The Funding and Disbursement Services Division has updated the [instructional PowerPoint presentation](#) (/Documents/electronic-expenditure-reports.pdf) that walks users through the completion of the required quarterly expenditure reports via the Electronic Expenditure Reporting system in the ISBE Web Application System (IWAS). This information should be helpful to business managers, bookkeepers, and any new staff involved in the grant process.

Cumulative (year-to-date) expenditure reports are required to be submitted to ISBE on a quarterly basis. The reports should contain approved expenditures from the project begin date through the quarter end date. The reports are due to ISBE 20 days after the quarter ends.

- From the project begin date through Sept. 30 – due Oct. 20.

- From the project begin date through Dec. 31 – due Jan. 20.
- From the project begin date through March 31 – due April 20.
- From the project begin date through June 30 – due July 20.

If the project has an expended project end date, then another required report through the project end date (usually Aug. 31) is required – due 20 days later.

Month-end expenditure reports will be required for federal projects that request a commitment amount (or an advance payment) on a report.

Failure to submit required reports in a timely manner will result in a project freeze. (No further disbursements will be made until the required report is submitted to ISBE.)

NUTRITION PROGRAMS

'Enhancing P.E. in Illinois: Updates, Next Steps, and a Success Story!'

The Illinois Public Health Institute will be co-hosting a webinar titled “Enhancing P.E. in Illinois: Updates, Next Steps, and a Success Story!” with the Illinois State Board of Education from 2-3 p.m. Tuesday, Sept. 19.

This webinar, which is geared toward school administrators, curriculum staff, and P.E. teachers, provides an overview of the enhanced P.E. intervention and new P.E. requirements, implementation guidance, updates from ISBE on the first round of fitness testing, and a district success story.

The webinar will be recorded. One CPDU is available. [Register online.](https://register.gotowebinar.com/register/867609616774744579) (https://register.gotowebinar.com/register/867609616774744579)

THOMAS LAY BURROUGHS AWARD

Nominations Sought for Award Honoring Outstanding School Board President


The Illinois State Board of Education invites you to nominate your local board president for the Thomas Lay Burroughs Award for the State's Outstanding School Board President.

This award was created in 1991 in memory of the late ISBE chairman and is presented each November at the Illinois Association of School Boards/ Illinois Association of School Administrators/Illinois Association of School Business Officials conference in Chicago. The conference will be held Nov. 16-19 this year.


Nominations should be submitted by close of business on **Friday, Oct. 6**. You may email your nomination to Katherine Galloway at kgallowa@isbe.net (mailto:kgallowa@isbe.net). Please indicate “Burroughs Nomination” in the subject line of the email. If you have any questions, please call Katherine Galloway at (217) 557-6626. For nomination information and format, please visit the [Thomas Lay Burroughs Award webpage](#) (/Pages/thomas-lay-burroughs-award.aspx).

SCHOOL HEALTH ISSUES

Required Report: Availability of Undesignated “Stock” Epinephrine in Illinois Schools

A school district, public school, or nonpublic school may, but is not required to, maintain a supply of undesignated epinephrine auto-injectors. Per [Public Act 099-0711](http://www.ilga.gov/legislation/publicacts/99/PDF/099-0711.pdf)  (<http://www.ilga.gov/legislation/publicacts/99/PDF/099-0711.pdf>), the following information is required to be reported by any school district, public school, or nonpublic school that maintains a supply of undesignated epinephrine auto-injectors. The information is also required if the district or school has an independent contractor providing transportation to students who maintain a supply of undesignated epinephrine auto-injectors.


Please submit this information for the past school year (2016-17) to ISBE if your school district, public school, or nonpublic school maintained a supply of undesignated epinephrine auto-injectors or had an independent contractor providing transportation to students who maintained a supply of undesignated epinephrine auto-injectors. **Please submit this form as soon as possible and no later than Oct. 1, 2017.**

The [Undesignated Epinephrine Policy Worksheet](#)  (/Documents/Undesignated_Epinephrine_Policy_worksheet.pdf) is provided so that you can complete the information beforehand, have it reviewed by the superintendent or head administrator, and enter into the [Undesignated Epinephrine Policy Reporting Form](https://forms.office.com/Pages/ResponsePage.aspx?id=hv5kA8ZJ9Eq1LDNameV30UeQdMjbpkpAruyvMB9mfN9UOUVLUBHQVNIRExGVkoxVEFKSINaMFM0Ni4u) (<https://forms.office.com/Pages/ResponsePage.aspx?id=hv5kA8ZJ9Eq1LDNameV30UeQdMjbpkpAruyvMB9mfN9UOUVLUBHQVNIRExGVkoxVEFKSINaMFM0Ni4u>).

Please do not confuse the worksheet (to be used by the district or school, if desired) with the reporting form (which is linked to ISBE for data collection). Please do not send the worksheet to ISBE. The worksheet is clearly labeled *Worksheet* and does not transmit any data to ISBE. The reporting form is clearly labeled *Undesignated Epinephrine Policy Reporting Form* and is linked to ISBE data.


EARLY CHILDHOOD EDUCATION

Illinois Joins Pyramid Consortium

Illinois has become the 31st state to join the Pyramid Model Consortium, with the purpose of promoting the high-fidelity use of the Pyramid Model for Supporting Social Emotional Competence in Young Children. This is a collaborative statewide effort among all early childhood programs, including ISBE, Child Care Resource and Referrals, and Head Start. All early childhood professionals are encouraged to attend the Pyramid trainings and begin implementing the Pyramid Model at your sites. Locate a training near you on the [statewide calendar](http://www.eclearningil.org/sites/default/files/inline-files/Calendar_Aug_Dec_2017.pdf)  (http://www.eclearningil.org/sites/default/files/inline-files/Calendar_Aug_Dec_2017.pdf).

ILLINOIS ARTS EDUCATION WEEK

2018 Illinois Arts Education Week Poster Contest – Call for Entries

The third week in March is traditionally designated Illinois Arts Education Week by the governor. The next Illinois Arts Education Week, a cooperative effort of the Illinois Arts Education Association and ISBE, will be March 12-18, 2018. The 2018 contest is for Illinois students, grades K-8, public, private, or home schooled. The theme of this year's poster contest is "The Arts Make History Come Alive!" in tribute to Illinois' bicentennial. The imagery should reflect the theme, as well as represent all five areas of art (dance, drama, media, music, and visual arts). There is no limit to the number of entries per school, but only one entry per student. Please fill out the downloadable [contest form](#)  (/Documents/IAEW-CONTEST-FORM.pdf) and send or deliver entries to ISBE by **Dec. 12**.

For questions, please contact ISBE's Cornelia Powell at cpowell@isbe.net (mailto:cpowell@isbe.net) or (217) 524-4832.

EIS EVALUATION AND SALARY DATA DEADLINE EXTENDED

EIS Evaluation and Salary Data Deadline Extended

The deadline for SY 2017 employee evaluations and salary data – along with other relevant employment data – has been extended.

What SY 2017 data is due by **Friday, Sept. 8**?

- Evaluations
 - Teacher Summative Rating
 - Principal and Assistant Principal Summative Rating
- Employment, Salaries & Benefits
 - Employment and Position Records
 - Position End Dates
 - Base Salaries
 - Benefits (if applicable)
 - Employment End Dates (if applicable)
 - Employment End Reason

The most recent EIS webinar, held July 6, provided an overview of evaluations and salaries. The recorded [presentation](/Pages/EIS-Archived-Webinars-and-Presentations.aspx) (/Pages/EIS-Archived-Webinars-and-Presentations.aspx) and accompanying [documentation](/Documents/2017_Eval_Sal_2018_Updates_Presentation.pdf) (/Documents/2017_Eval_Sal_2018_Updates_Presentation.pdf) is available, along with follow-up [Questions and Answers](/Documents/WebinarQA070517.pdf) (/Documents/WebinarQA070517.pdf).

For step-by-step instructions about entering **employee evaluations**, refer to "Entering Employee Evaluations: A How-To Guide." (/Documents/entering-employee-eval-guide.pdf) Please access the [Data Elements documentation](/Pages/EIS-Data-Elements.aspx) (/Pages/EIS-Data-Elements.aspx) for additional assistance and utilize the Evaluation Reports in the Reports tab to review what information has been submitted.

Evaluations were mandated in the [Performance Evaluations Reform Act \(PERA\)](/Pages/Educator-Evaluations.aspx) (/Pages/Educator-Evaluations.aspx) in Senate Bill 315; Public Act 96-0861. For inquiries related to the PERA statute, contact the Educator Licensure Division at (217) 557-6763.

NOTE: If a teacher was not evaluated in SY 2017, most likely due to tenure, please do not enter an evaluation. Teachers, principals, and assistant principals are the only positions requiring evaluations. No other EIS positions, including school service personnel and district superintendents, require an evaluation.

For step-by-step instructions about entering **salary** data using EIS IWAS screens or batch templates, access modules four or five of the [EIS Basics Course](/Pages/EIS-Basics-Training-Course.aspx) (/Pages/EIS-Basics-Training-Course.aspx).

For inquiries related to entering EIS data, please call the Data Analysis division at (217) 782-3950 or email datahelp@isbe.net (mailto:datahelp@isbe.net).

For inquiries related to IWAS, please call the IWAS Help Desk at (217) 558-3600.

GRANT ACCOUNTABILITY TRANSPARENCY ACT

Required FY 2018 GATA Grantee Pre-Qualification Process

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

The grantee pre-qualification registration portal may be accessed directly on the [GATA website](http://www.illinois.gov/sites/GATA/Grantee/Pages/default.aspx) (http://www.illinois.gov/sites/GATA/Grantee/Pages/default.aspx).

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

1. Authentication (New for FY 2018)

The Grantee Portal can be accessed through the Grantee Links heading on the GATA website. A personal or business email address is required to establish an account. Authentication is required through the Illinois.gov authentication portal. It establishes or verifies the relationship between an individual and the organization they represent. Authentication is performed once for each individual associated with a registration. If your email was not previously associated with the organization that you represent, click the “Create a new account” link below the “Sign in” button. After you have entered the required information, you will receive a confirmation email that will instruct you to click a link to complete the account creation process. For help with the Illinois.gov Authentication Portal, please browse to www.illinois.gov/sites/accounts/Pages/default.aspx (<http://www.illinois.gov/sites/accounts/Pages/default.aspx>). Additional instructions may also be found at www.illinois.gov/sites/GATA/Grantee/Pages/GranteePortalFAQ.aspx (<http://www.illinois.gov/sites/GATA/Grantee/Pages/GranteePortalFAQ.aspx>).

2. Registration


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

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

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

3. Grantee Pre-qualification

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

- Be registered in the GATA Grantee Portal system as described above;
- Have a valid DUNS number (View [instructions on obtaining a DUNS number](https://fedgov.dnb.com/webform) (<https://fedgov.dnb.com/webform>));
- Have a current SAM.gov account (View [instructions on obtaining a SAM Cage Code](http://www.illinois.gov/sites/GATA/Documents/How%20to%20Register%20in%20SAMS.pdf)  (<http://www.illinois.gov/sites/GATA/Documents/How%20to%20Register%20in%20SAMS.pdf>));
- Not be on the Federal Excluded Parties List ([Verify utilizing the Quick Search](https://www.sam.gov/portal/SAM/?portal:componentId=6fd72bdf-176f-4f82-99b2-bfd794cb124f&interactionstate=JBPNs_r00ABXc0ABBfanNmQnJpZGdIVmllD0lKAAAAAQATL2pzZi9mdW5jdGlvbmFsLmpzcAAHX19FT0ZfXw%2a%2a&portal:type=action#1) (https://www.sam.gov/portal/SAM/?portal:componentId=6fd72bdf-176f-4f82-99b2-bfd794cb124f&interactionstate=JBPNs_r00ABXc0ABBfanNmQnJpZGdIVmllD0lKAAAAAQATL2pzZi9mdW5jdGlvbmFsLmpzcAAHX19FT0ZfXw%2a%2a&portal:type=action#1))
- Be in Good Standing with the Illinois Secretary of State, as applicable ([Verify Good Standing](https://www.ilsos.gov/corporatellc/) (<https://www.ilsos.gov/corporatellc/>)). (NOTE: The following types of organizations have been deemed EXEMPT from this

requirement: school districts, colleges, universities, Regional Offices of Education, special education joint agreements, and education for employment consortiums.);

- Not be on the Illinois Stop Payment list; and
- Not be on the Department of Healthcare and Family Services Provider Sanctions list.

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

4. Fiscal and Administrative Risk Assessment (ICQ)

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

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

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

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

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

IN BRIEF

Educator Recognition

- Congratulations to **Doug Falk of Cuba High School**, who received the 2017 Illinois Association of Vocational Agriculture Teachers Excellence of Teaching award! Mr. Falk was recognized at the Illinois State Fair on Agriculture Day on Aug. 15. District finalists who also competed for the award were Ed Curry, River Ridge High School; Paul Widhalm, Belvidere High School; Betsy Burgener, Central A & M High School; and Julie Bond-Ledford, Nashville High School.
- Congratulations to **Dr. Kenneth Wallace, superintendent of Maine Township High School District #207**, for being named the [2018 Association of Career and Technical Education Champion of the Year](https://www.acteonline.org/general.aspx?id=12505#.WaWtuU0rldU) (https://www.acteonline.org/general.aspx?id=12505#.WaWtuU0rldU)!

Grant Opportunities

- **Illinois Computing Educators (ICE)** is awarding mini-grants for ICE members of up to \$1,000. Each application must be for one project or activity. The project must meet ICE guidelines and demonstrate innovation and the benefit to students. Apply for an ICE Mini-Grant [here](https://docs.google.com/forms/d/e/1FAIpQLScGWoa3zYmxrcVpDdWEq4HHmKCvm7pZOEMAeSr8RHc-Nq5qg/viewform) (https://docs.google.com/forms/d/e/1FAIpQLScGWoa3zYmxrcVpDdWEq4HHmKCvm7pZOEMAeSr8RHc-Nq5qg/viewform).

District Resources

- **The University of Illinois at Chicago's Division of Specialized Care for Children (DSCC)** is a resource for school health professionals who work with children with special needs and complex medical conditions. DSCC is a statewide program that partners with Illinois families and their local communities to connect children with special healthcare needs to the services and resources they need to reach their full potential. DSCC guides and supports families through their child's journey with a diagnosis and put them at the center of a seamless support system that improves the quality of their lives. Referrals to the program are simple and can be made at <https://dsccl.uic.edu/for-providers/refer-a-family/> (<https://dsccl.uic.edu/for-providers/refer-a-family/>). To learn more about DSCC and their programs, visit <https://dsccl.uic.edu> (<https://dsccl.uic.edu>), call (800) 322-3722 or email dsccl@uic.edu (<mailto:dsccl@uic.edu>).

Upcoming Events

- The Illinois Reading Council is holding the **50th annual Illinois Reading Council Conference** Oct. 5-7 in Peoria. The conference will feature many well-known authors, nationally recognized reading professionals, and outstanding Illinois educators who will be presenting more than 350 breakout sessions to inspire reading and writing at all levels. Registration is available online. For more information, visit www.illinoisreadingcouncil.org (<http://www.illinoisreadingcouncil.org>) or call (888) 454-1341.

ISBE Employment Opportunities

- Watch for ISBE career opportunities and find instructions for applying at www.isbe.net/Pages/Careers-at-ISBE.aspx (<http://www.isbe.net/Pages/Careers-at-ISBE.aspx>).