

MESSAGE FROM THE SUPERINTENDENT

 [Printable PDF](#)

October 17, 2017



Hello,

One of the best parts about being State Superintendent is having the opportunity to visit schools and connect with educators across the state. The effective and promising practices I see every week are important to share and celebrate. I've had the opportunity to see students and teachers doing remarkable work together in classrooms in communities all over Illinois. The principals who walk me through their buildings are so proud of their kids and their staff. This week is Principals Appreciation week and October is [National Principals Appreciation Month](https://ilprincipals.org/about/principal-appreciation/) (<https://ilprincipals.org/about/principal-appreciation/>). Please take a moment to appreciate and recognize the principals you know. Their work is as challenging as it is rewarding.

Yesterday I spent time with principals from around the state at the Illinois Principals Association's Fall Conference. I shared my appreciation for their work and encouraged them to fully embrace the leadership opportunities available in principalship -- to make their

schools as inclusive as possible and to create opportunities for children and adults to thrive. Principals play an amazing role by creating conditions for students, teachers, and community members to connect. Principals are architects of healthier communities. I have yet to see in an extraordinary school without a committed and wonderful school leader. THANK YOU!!

Speaking of commitment, when someone has committed her entire life and professional career to growing the whole child, the whole school, and the whole community, it deserves recognition. When that commitment spanned 58 years, it is even more extraordinary. Dr. Nell Wiseman of Charleston, who recently passed, was the bedrock of consistency at Charleston High School. Dr. Wiseman began teaching at Charleston High School on Sept. 5, 1959!! She served as an English and math teacher there for more than 57 years. She also served as a cheerleading coach, Charleston High School Press sponsor, and a member of the ROE 11 Professional Development Advisory Board, where she was always seeking out opportunities to learn new trends and fresh ideas to use in her classroom. Dr. Wiseman offered her expertise and experience to the State Board in setting standards for state assessments and to the College Board and Educational Testing Service to set standards and evaluate student examinations.

Charleston Superintendent Todd J. Vilardo lauds Dr. Wiseman as a leader and mentor among many teachers, including himself. Superintendent Vilardo shared these heartfelt words about Dr. Wiseman: "Although she set standards for state assessments, she set the standard for altruism, always putting others first, which is how I will remember her. Simply put, Mrs. Wiseman was a giver. She not only cared that students learned and were prepared for success in life; she cared deeply for students' well-being". It is truly an honor to have the opportunity to recognize someone who devoted her life to education.

Also in memoriam, I would like to recognize former three-time chairman of the Illinois State Board of Education, Lou Mervis. Chairman Mervis' dedication was apparent in his willingness to support education across Illinois and in his own community. He and his family

Quick Links

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provided more than 90 scholarships to local students in Danville, giving opportunities to those who might not otherwise have had the chance to continue their education. He is remembered as a generous individual with a strong commitment to improving education in Illinois.

Following in the footprints left by Dr. Wiseman and Chairman Mervis, many educators throughout the state are nominated annually for recognition by ISBE's Those Who Excel program. This year we have 234 nominees receiving awards, 65 of which are Awards of Excellence, the highest honor. I'm excited to have the opportunity to meet each of these amazing individuals at the Those Who Excel banquet on Oct. 28. High-quality districts and schools are the center of healthy communities and educators are the life force of those centers.

Congratulations and thank you for the daily work you do to keep that force growing and thriving. Our current Teacher of the Year, Ricky Castro of Elk Grove High School in Township HSD 214, will help me present the award to this year's honoree.

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) (<https://www.isbe.net/Pages/ISBE-Meetings.aspx>) or call the Illinois State Board of Education at (866) 262-6663.

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. 18: [Deadline to submit Annual District Assessment Survey](https://www.isbe.net/Pages/AssessmentSurvey.aspx)

(<https://www.isbe.net/Pages/AssessmentSurvey.aspx>)

Oct. 19: [Great Central U.S. ShakeOut](https://www.shakeout.org/centralus/)

(<https://www.shakeout.org/centralus/>)

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. 9: Deadline to submit 2017-18 Unfilled Positions Survey in IWAS

Nov. 10: ISBE offices closed for Veterans' Day

Nov. 15 - Jan. 18: [5Essentials survey window](https://www.isbe.net/Pages/5Essentials-Survey.aspx)

(<https://www.isbe.net/Pages/5Essentials-Survey.aspx>)

Nov. 15: Deadline to submit Nonpublic Registration, Enrollment, and Staff Report in IWAS

Nov. 15: Deadline to submit Limitation of Administrative Costs Worksheet

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

(<http://www.isbe.net/Pages/Illinois-State-Board-of-Education-Calendar.aspx>)

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

Nov. 30: FY 2018 NCLB/ESSA Monitoring Instrument due in IWAS

Nov. 30: FY 2018 NCLB/ESSA Title I Comparability Analysis due in IWAS

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>)

Dec. 13: [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>)

Dec. 25: ISBE offices closed for Christmas Day

Jan. 1: ISBE offices closed for New Year's Day

Jan. 12: Postmark deadline for waiver applications to be considered by the General Assembly in Spring 2018

Jan. 15: ISBE offices closed for Martin Luther King, Jr. Day

Jan. 17: [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>)

Feb. 1: Teacher Salary Study window closes

Feb. 1: Non-Certified Staff Salary Study window closes

March 12-18: 2018 Illinois Arts Education Week

THOSE WHO EXCEL

Meet Teacher of the Year Finalist Faith Skinner



Faith Skinner teaches math to sixth-graders at Emily G. Johns School in Plano Community Unit School District 88. This school year marks her 13th year as a teacher. Faith hadn't taught for very long before she realized that she needed to learn the things they didn't teach in college if she wanted to be a successful teacher. She became educated about students who live in poverty and she learned about other cultures. She then developed ways to help every one of her students become actively engaged in their learning.

Her success and determination were quickly recognized, and Faith found herself in the role of the school's "go-to" person. Colleagues seek her out for advice and ideas and students go to her for help understanding a problem or for her input on a variety of issues. Her colleagues believe that her willingness to help others has improved their own teaching.

Faith's wide range of knowledge and expertise coupled with her tireless commitment to students and education make her a natural leader. She offers honest, reliable feedback that has earned her the respect and appreciation of her colleagues. Faith is always honing her teaching skills to make sure

she is the best teacher she can be. As her nominator described her, "Anyone who works with Faith knows that she is one of the, if not THE, hardest working person in our school."

She knows that math is not every student's favorite subject. Many students struggle with math so Faith dedicates herself to change their perspective about math. She makes learning fun and explains concepts in ways that enable students to grasp and understand the complexities of math. Faith strives to help students enjoy learning and to recognize the importance of math in daily life. Students don't hesitate to ask questions because Faith is easy to relate to and they know she wants them to understand math. One of her students summed it up this way: "All the kids I have talked to said that Mrs. S was the one who changed their perspective on math, as she always made sure that we were having fun while learning."

Faith leads the school's sixth-grade math Professional Learning Community. She keeps her team members focused on students. The team members worked together to create various differentiated lessons to ensure that students at all levels are learning. Faith led the initiative to bring standards-based reporting to the school. She provided countless professional development hours to help train the staff. Faith is credited with the school's successful transition from grade-based reporting.

Faith works after school with some of her students in the Illinois Math and Science Academy (IMSA) Fusion program. The program emphasizes logic, mathematical thinking, and experimental scientific thinking as students focus on different science and math concepts to gain a deeper understanding of them. Much of the IMSA Fusion work is done in the classroom, but Faith also takes the students on field trips to see real-world examples of what they are learning. As one of her colleagues said, "Faith truly wants to help everyone succeed."

Faith is one of our 10 finalists for Illinois Teacher of the Year, who we will name at the Those Who Excel banquet in Normal on October 28.

BUDGET AND FINANCE

Upcoming Public Hearings on FY 2019 Budget Recommendations

ISBE is hosting three public hearings this fall to gather requests to inform ISBE's FY 2019 budget recommendations for pre-K through 12th-grade educational service providers statewide. All individuals – including those attending a hearing in person – should submit their comments and stories by completing a budget request form (available on the [Agency Budget Information web page \(/budget\)](#)) and


emailing the form to isbeFY19@isbe.net (mailto:isbeFY19@isbe.net).

The public budget hearings for fiscal year 2019 will take place in:

- Springfield – Wednesday, Oct. 18, immediately following the Board meeting (approximately noon) in the Board Room at ISBE (100 N. First St.)
- Mount Vernon – Wednesday, Nov. 8, 4 p.m. to 6 p.m. at Dr. Nick Osborne Primary Center (401 North 30th St.)
- Chicago – Friday, Nov. 17, immediately following the Board meeting in Conference Room 16-503 at the Thompson Center (100 W. Randolph St.)

COLLEGE & CAREER READINESS

New Agricultural Education Three Circle (FFA and SAE) Grant Application Now Available

This grant, new for FY 2018, allows eligible public school districts to pay an additional 60 days (defined as 400 hours) in personal services costs (salary and applicable benefits) to agricultural education teachers outside of their regular teaching duties for the benefit of agricultural education. The initial application for the new Three Circle (FFA and SAE) Grant has been released so eligible districts can indicate if they are interested in participating. Districts interested in applying for this grant should **submit the initial application by Nov. 17** so allocations can be determined and the budget application can be released in a timely manner. If a district is interested in applying and has concerns about the submission timeline, please contact the program consultant as indicated below. Grant information and resources can be found under the [Three Circle Grant](#) (/Pages/Agriculture-Education.aspx) pull-down menu. The recorded webinar, as well as the initial application, can be found at the preceding link. There is also a worksheet, including examples, districts can use with assistance from your [FCAE Program Advisor](#)  (<http://www.agriculturaleducation.org/ContentFiles/382017101614AM.pdf>), as necessary. For program questions regarding this grant, please contact Harley Hepner at hhepenr@isbe.net (mailto:hhepenr@isbe.net) or (217) 524-4832.

Upcoming Webinars for Post-Secondary Workforce Readiness Act – Transitional Math Competencies & Policies

Transitional Math subcommittees have been working to define aspects of the 12th-grade Transitional Math course since the enactment of [HB 5729](#) (<http://www.ilga.gov/legislation/publicacts/99/099-0674.htm>), better known as the Post-Secondary Workforce Readiness Act (PWR-Act). Informational webinars will take place on Oct. 25 and Nov. 6. Teachers, administrators, parents, and community members are encouraged to participate.

- Teacher-Focused Webinar: Oct. 25, 3:30 - 4:30 p.m.
- Administration and Student Services Staff Webinar: Nov. 6, 10 - 11 a.m.

[Registration for](#) (<http://www2.iccb.org/iltransitionalmath/webinars/>) [PWR Act Transitional Math](#) (<http://www2.iccb.org/iltransitionalmath>) [webinar now available.](#) (<http://www2.iccb.org/iltransitionalmath/webinars/>)

[Public comments and feedback](#) (<http://www2.iccb.org/iltransitionalmath/documents/>) are sought for the PWR-Act Transitional Math competencies and policies. The commenting period will last from Oct. 23 through Dec. 31.

Contact the project coordinator, Kathleen Almy, at kalmy@niu.edu (mailto:kalmy@niu.edu) if you have questions.

EDUCATION TECHNOLOGY

Illinois Classroom Connectivity Initiative

We are excited to announce that throughout the school year the [Illinois Classroom Connectivity Initiative](#) (/Pages/Illinois-Classroom-Connectivity-Initiative.aspx) will once again support school districts in upgrading their internet access for digital learning.

The initiative is a coordinated effort between ISBE, Learning Technology Centers of Illinois, and the national nonprofit EducationSuperHighway.

The Initiative has seen tremendous success all across the state in the past year. EducationSuperHighway worked with more than 50 school districts to help them find affordable options to upgrade their infrastructure and increase their bandwidth, resulting in access to high-speed fiber connections for 87,461 students. We are looking forward to reporting on continued progress this year in connecting our K-12 classrooms to high-speed broadband.

All the support and tools offered to school districts through the Illinois Classroom Connectivity Initiative are free of charge, so we encourage you to schedule a call with EducationSuperHighway's network experts to discuss your upgrade plans. You may be hearing from their team about scheduling a call, or you can get started now by visiting [www](#). (<https://www.educationsuperhighway.org/districts/>) [Education Superhighway](#) (<https://www.educationsuperhighway.org/districts/>) or signing up for their [free E-rate webinars](#). (<https://www.educationsuperhighway.org/webinars>)

For additional information or questions about the Classroom Connectivity Initiative, please contact Christine Bediones at christine@educationsuperhighway.org (<mailto:christine@educationsuperhighway.org>).





DATA ANALYSIS

2017-18 Immunization/Health Examination and Eye Examination Data Collection

Immunization/Health Examination Data

The Student Health Immunization System is open for data entry through Nov. 15. The data must be submitted online using IWAS. Once logged into IWAS, the "Student Health Data – Immunization" link will appear on the System Listing page under "Annual."

Below are important links to reference when submitting your data:

- [Student Health Data – Immunization System – IWAS User Guide for Electronic Submission](#)  (/Documents/immunization_user_guide.pdf)
- [Immunization Data Entry Worksheet](#)  (/layouts/Download.aspx?SourceUrl=/Documents/immunization_worksheet.xlsx)
- [How to Calculate Actual Unduplicated Count of Students](#)  (<http://www.isbe.net/research/pdfs/UnduplicatedCount.pdf>)
- [Immunizations and Compliance with State Law – Guidance](#)  (/Documents/immunization-idph-sy16.pdf)




As mandated by Section 5/27-8.1 of the School Code, immunization/health examination data must be submitted for all Illinois schools in grades PreK-12 by **11:59 p.m. Nov. 15**.

A report must be submitted for every eligible school, without exception. Schools that are not the home school for any student should submit the report by selecting the option that declares they have no data to report. All eligible schools should receive IWAS inbox messages regarding the Student Health Data -Immunization Data Collection. Please check your IWAS inbox for reminders and updates.

Eye Examination Data

The Student Health Vision System is open for data entry through July 2, 2018. The data must be submitted online in this timeframe using IWAS. Once logged into IWAS, the "Student Health Data – Immunization" link will appear on the System Listing page under "Annual."

Below are links to important related documents. Please use them for assistance with submitting your data.

- [Student Health Data – Vision System – IWAS User Guide for Electronic Submission](#)  (/Documents/vision_iwas_guide.pdf)
- [Eye Examination Data Entry Worksheet](#)  (/layouts/Download.aspx?SourceUrl=/Documents/eye_exam_wksht.xls)
- [School Eye Examinations – Information Sheet](#)  (/Documents/eye_examinations.pdf)

As mandated by Section 5/27-8.1 of the School Code, vision data must be submitted for all eligible schools serving kindergarten and any students enrolled for the first time in an Illinois school as of Oct. 16, 2017, by **11:59 p.m. July 2, 2018**.

A report must be submitted for every eligible school, without exception. Schools that are not the home school for any student should submit the report by selecting the option that declares they have no data to report. This option may also be selected by home schools that do not serve kindergarten students and had no students in grades 1-12 enrolling for the first time in an Illinois school. All eligible schools should receive IWAS inbox messages regarding Student Health Data -Vision Data Collection. Please check your IWAS inbox for reminders and updates.

Questions

Questions regarding school health issues should be referred to Jessica Gerdes at (312) 814-5560 or jgerdes@isbe.net (mailto:jgerdes@isbe.net) or Rebecca Doran at (217) 782-2491 or RDoran@isbe.net (mailto:RDoran@isbe.net). Questions regarding the information entered for immunization/health examination and eye examination data collection should be referred to Data Analysis at (217) 782-3950 or mrubeiro@isbe.net (mailto:mrubeiro@isbe.net). For technical assistance with IWAS, please contact the ISBE Help Desk at (217) 558-3600.

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](http://www.idfpr.com/News/2015/10142015ColoredContactsCouldDamageEyes.asp) (http://www.idfpr.com/News/2015/10142015ColoredContactsCouldDamageEyes.asp).

NUTRITION PROGRAMS

Sign up for Workshops on Developing an Invitation to Bid for Food Service

ISBE's Nutrition and Wellness Programs Division will hold the "Developing an IFB for Food Service" workshop in five locations starting next month. All school food authorities (SFAs) conducting a new procurement or considering contracting for school meal services for the 2018-19 school year are highly encouraged to attend the training. The training is designed to assist SFAs that contract or are seeking to contract for meal services with a food service management company or meal vendor in meeting all requirements associated with the Invitation for Bid and Contract process. Dates and locations offered are:

- Nov. 7 in Effingham
- Nov. 14 in Collinsville
- Nov. 28 in Rolling Meadows
- Nov. 29 in Joliet
- Dec. 5 in Springfield

Registration begins at 8 a.m. on each of the days with training 8:30 a.m. to 4 p.m. To register, visit the [School Nutrition Programs web page](#) (/Pages/School-Nutrition-Programs.aspx) and click on the “Training Opportunities” tab to see all upcoming events, as well as archived trainings and webinars.

Request for Applications Issued for FY 2018 Farm to School Grants

The U.S. Department of Agriculture’s Office of Community Food Systems released the [Fiscal Year 2018 Farm to School Request for Applications](#) (<https://www.fns.usda.gov/farmtoschool/fy18-farm-school-grant>) on Oct. 4. The deadline for applications is Dec. 8.

The USDA anticipates awarding approximately \$5 million in grants in this funding cycle to support efforts that improve access to local foods in schools. Grant funds will be made available on a competitive basis, subject to availability of federal funds. Applicants may apply for a planning grant, implementation grant, or training grant. Planning grant awards will range from \$20,000 to \$50,000, implementation grant awards will be from \$50,000 to \$100,000, and funding for training grants is expected to range from \$20,000 to \$50,000.

The federal share of a project for all three types of grants cannot exceed 75 percent of the total cost of the project, as required by the Healthy Hunger-Free Kids Act of 2010. Therefore, the applicant must provide at least 25 percent of the costs of the total project. The total project cost is the federal grant request amount plus the applicant match.

For more information, visit the link above and [Resources for Farm to School Grant Program Applicants page](#) (<https://www.fns.usda.gov/farmtoschool/resources-farm-school-grant-program-applicants>). Past news releases and award winners are on the [USDA Grant Awards page](#) (<https://www.fns.usda.gov/farmtoschool/grant-awards>).

Registration Underway for Free Healthier Meals Cooking Class

ISBE’s Nutrition and Wellness Programs Division recently announced more Healthier Meals Cooking Classes starting this October. Those working with the Child and Adult Care Food Program, the National School Lunch Program, and the School Breakfast Program are welcome to attend the free classes.

“Baking and Whole Grains” will be offered in Springfield in partnership with Lincoln Land Community College, in Chicago at Kendall College, and in Centralia at Kaskaskia College. Courses are scheduled for this month, November, February, March, and April. For a detailed schedule and to register for courses, look under “Training Opportunities” on the [Child and Adult food Program page](#) (/Pages/Child-Adult-Care-Food-Program.aspx) and click “Healthier Meals Cooking Classes.”

Attendees get the opportunity to increase their professional skills with hands-on cooking in a state-of-the-art kitchen and receive a certificate of completion for the course.

Space is limited! Please note that while this is considered the Level 3 course in the Healthier Meals Cooking Class series, the Level 1 and 2 courses are not required before taking “Level 3: Baking and Whole Grains.” For questions, call the Nutrition and Wellness Programs Division at (800) 545-7892.

Wednesday, Oct. 25, from 11 a.m. - noon

[Register](https://uchicago.webex.com/uchicago/j.php?RGID=rf1baab7805bed669406e795d1031a9f4) (<https://uchicago.webex.com/uchicago/j.php?RGID=rf1baab7805bed669406e795d1031a9f4>) **for the Healthier Meals Cooking Class** (<https://uchicago.webex.com/uchicago/j.php?RGID=rf1baab7805bed669406e795d1031a9f4>)

SPECIAL NOTICE

Policy Reminders for Assisting Students Displaced by Hurricane Maria

Schools have begun to enroll children displaced by Hurricane Maria in Puerto Rico and by hurricanes in other areas. Students transferring from out of state normally would be required to show proof of immunizations and a physical examination completed within the past year. However, the children who are in school in Illinois due to being displaced should be protected under the McKinney-Vento Act for homeless students. These students must be admitted to school immediately while the district and family or friends the students may be placed with try to obtain immunization records.

A physical examination should be obtained as soon as possible since the students may not have had a recent physical exam to meet the Illinois' out-of--state transfer student requirement. Additionally, any injury or social-emotional trauma may be addressed during such an exam. The district must help the family find those resources. The host family may be able to pay for the services or the displaced family may be eligible for free or reduced costs at some public clinics if their bank accounts are inaccessible due to loss of power in the affected area.

SCHOOL BUSINESS SERVICES

Deadline Set to Submit Limitation of Administrative Costs Worksheet

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**.

The Limitation of Administrative Costs Worksheet is included in the Illinois School District Annual Financial Report - June 30, 2017 (ISBE 50-35). The Limitation of Administrative Costs Worksheet may be submitted to ISBE in conjunction with the Annual Financial Report. Alternatively, the completed and signed worksheet may be sent as an email attachment to finance1@isbe.net (mailto:finance1@isbe.net). Please note that the template included in the School District Budget Form July 1, 2017 - June 30, 2018 (ISBE 50-36) is not the official Limitation of Administrative Costs Worksheet. It is a working document for local use only and will not be accepted for the submission required under Section 17-1.5 of the School Code.

The Limitation of Administrative Costs Worksheet must include the figures from the district's submitted School District Budget Form July 1, 2017 - June 30, 2018 (ISBE 50-36) and the district's submitted Annual Financial Report - June 30, 2017 (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, 2018, 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 25th percentile or below (4th 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. A school district ineligible to waive the limitation by board action may request a waiver from the General Assembly pursuant to Section 2-3.25g of the School Code, if it is exceeding the limitation solely because of circumstances beyond the control of the district and it has exhausted all available and reasonable remedies to comply with the limitation. More information on the General Assembly waiver process can be found on the [ISBE Waivers page](/Pages/Waivers.aspx) (/Pages/Waivers.aspx).

A blank Limitation of Administrative Costs Worksheet, quartile rankings for all school districts, and a sample waiver resolution for qualifying districts can be found on the [ISBE Limitation of Administrative Costs page](/Pages/Limitation-of-Administrative-Costs.aspx) (/Pages/Limitation-of-Administrative-Costs.aspx).

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

EARLY CHILDHOOD EDUCATION

FY 2018 Early Childhood Prevention Initiative RFP Released

The [FY2018 Early Childhood - Prevention Initiative Request for Proposals \(RFP\)](#) (/Pages/RFPs.aspx) has been released. The due date for submittal is 4 p.m. on **Nov. 29**. The application must be completed in eGMS. Eligible applicants must submit the [FY 2018 Notice of Intent to Submit Proposal – Prevention Initiative-Birth to 3 Years](#) (<https://forms.office.com/Pages/ResponsePage.aspx?id=hv5kA8ZJ9Eq1LDNameV30dklixN0yytNnWajlFDYxcJUMk44Njl3NFI5UIRPMIVTVjdKM1dMQjNNRy4u>) to access the RFP system in IWAS in order to apply.

The intent to apply deadline is **Oct. 31**. The following entities serving children and families outside the City of Chicago may apply: Regional Offices of Education, public school districts, university laboratory schools approved by the Illinois State Board of Education, charter schools, area vocational centers, and public or private not-for-profit or for-profit entities with experience in providing education, health, social, and/or child development services to young children and their families. A separate appropriation has been awarded to City of Chicago District #299. Questions may be directed to the Early Childhood Division at (217) 524-4835 or earlychi@isbe.net (<mailto:earlychi@isbe.net>).

FY 2019 Funding for Preschool for All, Preschool for All-Expansion, and Prevention Initiative

The statewide re-compete to receive funding for Preschool for All, Preschool for All-Expansion, and Prevention Initiative birth to 3 funds will be taking place this fall, with funding beginning in fiscal year 2019.

Preschool for All is a preschool program that provides services in a half-day or full-day setting to children 3 to 5 years who are considered to be at risk of academic failure. The Preschool for All-Expansion program also provides these services to at-risk children 3 to 5, with the added requirement of full-day comprehensive services. The Prevention Initiative program serves children birth to age 3, also giving priority to children and their families who are at risk of academic failure. The Prevention Initiative programs are mostly home-based; however, these services can be based in a child care center.

The Request for Proposal (RFP) for Preschool for All and Preschool for All-Expansion will be released in November and the Prevention Initiative RFP will be released in December. If interested in applying for these funds, the first step is to submit a Notice of Intent. A link to the Notice of Intent will be posted on ISBE's Early Childhood webpage at least two weeks before the RFP is released. The RFPs will also be posted on the ISBE Early Childhood website once released. This information will also be shared in the Superintendent's Weekly Message and through ISBE social media.

Applicants will have 60 days from the date of release to submit a proposal. Links to data, webinars, and other resources to assist communities, providers, and others in preparing for the FY 2019 re-compete can be found ISBE's Early Childhood webpage titled [Request for Proposals \(RFP\) Information](#). (/Pages/RFPs.aspx)

For questions, please contact the Division of Early Childhood Education at (217) 524-4835.

WELLNESS PROGRAMS

Registration Underway for 2017 Illinois School Health Days

The 2017 Illinois School Health Days start next month. The training is jointly provided by the Illinois Department of Public Health and the Illinois Public Health Association.

The target audience for the training is nurses working in schools, Illinois Professional Educator Licensed school nurses, and school health personnel.

Dates and locations scheduled include:

Nov. 7 in Springfield

Nov. 14 in Arlington Heights

Nov. 15 in Lisle

Nov. 28 in Collinsville

Dec. 5 in Rockford

Visit the [IPHA website](https://www.ipha.com/event/details/55/2017-illinois-school-health-days) (<https://www.ipha.com/event/details/55/2017-illinois-school-health-days>) for more information and to register.

FUNDING AND DISBURSEMENTS

Public Act 99-0720 – Driver Education Instruction – Law Enforcement Traffic Stops

Please be advised per Public Act 99-0720 that beginning with the 2017-18 school year all public and nonpublic schools that offer driver education must include instruction concerning law enforcement procedures for traffic stops, including a demonstration of the proper actions to be taken during a traffic stop and appropriate interactions with law enforcement as part of the required 30 classroom hours of instruction.

Questions may be directed to Jennifer Jonas at jjonas@isbe.net (<mailto:jjonas@isbe.net>) or (217) 782-5256.

2016-17 (FY 2018) 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 for the Pupil Transportation Reimbursement Claim is now open and will end at midnight on Monday, Nov. 6. All revisions must be completed and transmitted on or before that time. No revisions will be accepted after that date in order to close the claim file and schedule the three remaining quarterly payments.

INSTRUCTIONS FOR REVIEWING THE CLAIM

1. Log in to the ISBE Web Application Security system (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. 6.

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

5ESSENTIALS SURVEY

Upcoming 5Essentials Webinars

The below 5Essentials webinars will be taking place during the month of October. For inquiries and support concerning the 5Essentials Survey, please visit the [5Essentials Support Center](https://help.5-essentials.org/) (https://help.5-essentials.org/).

5Essentials ISBE New Users Orientation

Thursday, Oct. 19, from 11 a.m. - noon

[Register for the ISBE New Users Orientation](https://uchicago.webex.com/mw3100/mywebex/default.do?service=1&siteurl=uchicago&nomenu=true&main_url=/mc3100/e.do?siteurl%3Duchicago%26AT%3DDMI%26EventID%3D549972142%26UID%3D0%26Host%3DQUhTSwAAAARY8AkysFoKsCDpSDacsgBsC4sPhA01he8kzYZutb7O4oOgcTAtoWnCU18Dwzlj1Vj1kuV8o4lgJ582R-8mOz990%26RG%3D1%26FrameSet%3D2%26RGID%3Dr4504ed64bdb6caa7c5024f9e022f30db) (https://uchicago.webex.com/mw3100/mywebex/default.do?

service=1&siteurl=uchicago&nomenu=true&main_url=/mc3100/e.do?

siteurl%3Duchicago%26AT%3DDMI%26EventID%3D549972142%26UID%3D0%26Host%3DQUhTSwAAAARY8AkysFoKsCDpSDacsgBsC4sPhA01he8kzYZutb7O4oOgcTAtoWnCU18Dwzlj1Vj1kuV8o4lgJ582R-8mOz990%26RG%3D1%26FrameSet%3D2%26RGID%3Dr4504ed64bdb6caa7c5024f9e022f30db)

5Essentials ISBE Returning Users Orientation

Thursday, Oct. 19, from 3-4 p.m.

[Register for the ISBE Returning Users Orientation](https://uchicago.webex.com/mw3100/mywebex/default.do?service=1&siteurl=uchicago&nomenu=true&main_url=/mc3100/e.do?siteurl%3Duchicago%26AT%3DDMI%26EventID%3D549970052%26UID%3D0%26Host%3DQUhTSwAAAATsQFWKIVq1KzBMgSU0IGzwXcOatbXXPcz04UAX5JITgdhDZb4NtQkFq8Ft27zj1wYuRR1GCNg8bVultE3SiVjE0%26RG%3D1%26FrameSet%3D2%26RGID%3Drcfcd77d1e006642aec70a5a2892ed758) (https://uchicago.webex.com/mw3100/mywebex/default.do?

service=1&siteurl=uchicago&nomenu=true&main_url=/mc3100/e.do?

siteurl%3Duchicago%26AT%3DDMI%26EventID%3D549970052%26UID%3D0%26Host%3DQUhTSwAAAATsQFWKIVq1KzBMgSU0IGzwXcOatbXXPcz04UAX5JITgdhDZb4NtQkFq8Ft27zj1wYuRR1GCNg8bVultE3SiVjE0%26RG%3D1%26FrameSet%3D2%26RGID%3Drcfcd77d1e006642aec70a5a2892ed758)

5Essentials ISBE New Users Orientation #2

Tuesday, Oct. 24, from 3-4 p.m.

[Register for the New Users Orientation #2](https://uchicago.webex.com/mw3100/mywebex/default.do?service=1&siteurl=uchicago&nomenu=true&main_url=/mc3100/e.do?siteurl%3Duchicago%26AT%3DDMI%26EventID%3D549980237%26UID%3D0%26Host%3DQUhTSwAAAAR1MuFs9cSKKZxK4ONc-iObIWGuTH92bFwPQj8FAyDcLBHi4SqBVxbtIB7q53IK9gckuJze-Dx9De2f-jypteHF0%26RG%3D1%26FrameSet%3D2%26RGID%3Dr47a4827b6e44bf0c16559b7584259242) (https://uchicago.webex.com/mw3100/mywebex/default.do?

service=1&siteurl=uchicago&nomenu=true&main_url=/mc3100/e.do?

siteurl%3Duchicago%26AT%3DDMI%26EventID%3D549980237%26UID%3D0%26Host%3DQUhTSwAAAAR1MuFs9cSKKZxK4ONc-iObIWGuTH92bFwPQj8FAyDcLBHi4SqBVxbtIB7q53IK9gckuJze-Dx9De2f-jypteHF0%26RG%3D1%26FrameSet%3D2%26RGID%3Dr47a4827b6e44bf0c16559b7584259242)

5Essentials ISBE Returning Users Orientation #2

Wednesday, Oct. 25, from 11 a.m. - noon

[Register for the ISBE Returning Orientation #2](https://uchicago.webex.com/mw3100/mywebex/default.do?service=1&siteurl=uchicago&nomenu=true&main_url=/mc3100/e.do?siteurl%3Duchicago%26AT%3DDMI%26EventID%3D549981247%26UID%3D0%26Host%3DQUhTSwAAAAARqaH8Ap9AKmIJP4823ggeOJHx6alsSGURYvklzyj9bVKsuAeThkDfqd00Qs6xnvwNCjJiMqRqWhqU3Q9bQw910%26RG%3D1%26FrameSet%3D2%26RGID%3Drf1baab7805bed669406e795d1031a9f4) (https://uchicago.webex.com/mw3100/mywebex/default.do?service=1&siteurl=uchicago&nomenu=true&main_url=/mc3100/e.do?siteurl%3Duchicago%26AT%3DDMI%26EventID%3D549981247%26UID%3D0%26Host%3DQUhTSwAAAAARqaH8Ap9AKmIJP4823ggeOJHx6alsSGURYvklzyj9bVKsuAeThkDfqd00Qs6xnvwNCjJiMqRqWhqU3Q9bQw910%26RG%3D1%26FrameSet%3D2%26RGID%3Drf1baab7805bed669406e795d1031a9f4)

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 the [Accounts page](http://www.illinois.gov/sites/accounts/Pages/default.aspx) (<http://www.illinois.gov/sites/accounts/Pages/default.aspx>). Additional instructions may also be found on the [Grantee Portal FAQ page](http://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_r00ABXc0ABBfanNmQnJpZGdlVmld0lkAAAAAQATL2pzZi9mdW5jdGlvbmFsLmpzcA AHX19FT0ZfXw%2a%2a&portal:type=action#1) (https://www.sam.gov/portal/SAM/?portal:componentId=6fd72bdf-176f-4f82-99b2-bfd794cb124f&interactionstate=JBPNS_r00ABXc0ABBfanNmQnJpZGdlVmld0lkAAAAAQATL2pzZi9mdW5jdGlvbmFsLmpzcA AHX19FT0ZfXw%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](http://gata.isbe.net) (/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 **Kirsten Perry of Lawndale Community Academy** in Chicago for being named one of six [2018 School Counselor of the Year national finalists](#) 📄 (https://www.schoolcounselor.org/asca/media/asca/Press%20releases/2018-SCOY-Finalists-Press-Release_1.pdf) by the American School Counselor Association!

Administrator Recognition

- Congratulations to the four Illinois Superintendents recognized by **NSPRA** (<https://www.nspra.org/meet-superintendents-watch-2017-18>) as **2017-18 Superintendents to Watch!**
 - **Dr. Laurie Heinz**, Park Ridge-Niles School District 64 (Park Ridge)
 - **Kathy Hinz**, Crystal Lake Elementary District 47 (Crystal Lake)
 - **Floyd Williams**, Community Consolidated School District 62 (Des Plaines)
 - **Dr. Daniel Woestman**, Belvidere School District (Belvidere)
- Congratulations to **Dr. Blondean Davis, superintendent of Matteson School District 162 and CEO of Southland College Prep Charter High School**, who has been named a finalist in the superintendent category for the 2018 Women in School Leadership Award by [AASA](#) (<http://www.aasa.org/WomensLeadership.aspx>)!

Funding Opportunities

- The **Illinois Energy Workforce Consortium** (<http://www.cewd.org/state-consortia/illinois.php>) is offering free materials and an opportunity to win one of three \$250 classroom grants. Email a photo and brief description of how you used the materials with students to Illinois@consortia.getintoenergy.com (<mailto:Illinois@consortia.getintoenergy.com>) with the subject line “Class Grant Entry.” The deadline to submit entries is Jan. 26, 2018. The drawing will take place Feb. 2, 2018, with award presentations occurring in March 2018.

Upcoming Events

- The **2017 Raising Student Achievement Conference (RSAC)** sponsored by the Illinois Association of Regional Superintendents of Schools (IARSS) will be held Dec. 4-5 at Pheasant Run Resort in St. Charles. This very popular annual conference offers an abundance of presenters on a variety of topics focused on increasing student achievement. [Learn more and register for the conference](#) (<http://www.roeachievementconference.org/>).

Professional Development Opportunities

- **The Illinois Geographic Alliance** is offering a free, one-day workshop for K-12 teachers titled “Geography Education in the 21st Century” on Saturday, Nov. 11, on the Illinois State University campus. There is no registration fee. PD hours will also be provided. [Registration now open](#) (https://forms.illinoisstate.edu/forms/geo__2017_geography_education_conference_registration).

Student Opportunities

- U.S. high school students can apply now for a **full merit-based scholarship to study abroad** during the 2018-19 school year sponsored by the U.S. Department of State. Please note that each program has a separate online application process and application deadlines vary from Nov. 2 to Dec. 11. [View the study abroad programs and apply](#). (<https://exchanges.state.gov/us/high-school>)

Recognition Opportunity

- The deadline to nominate someone for the **School Nutrition Foundation's Celebration of School Nutrition Heroes** (<https://schoolnutrition.org/news-publications/news/2017/snf-2018-call-for-nominations-celebration-sn-heroes/>) is Oct. 27. The Celebration of School Nutrition Heroes will be held for the fifth year on March 5, 2018, during SNA's Legislative Action Conference.

District Resources

- **October is National Farm to School Month!** Join thousands of schools, early care and education sites, farms, communities, and organizations across the country in the celebration. Find out how to participate by going to the [National Farm to School Network National Farm to School Month web page](http://www.farmtoschool.org/our-work/farm-to-school-month) (<http://www.farmtoschool.org/our-work/farm-to-school-month>).
- The **Sikh Coalition** has made bullying prevention resources available on the [Sikh Coalition website](https://www.sikhcoalition.org/resources/) (<https://www.sikhcoalition.org/resources/>), including a brief introduction to the beliefs and practices of Sikhs, the Sikh Coalition Bullying Report, and information on the White House AAPI Bullying Prevention Task Force.

District Recognition

- Teachers, administrators, and school nutrition professionals from Illinois shared the difference Fuel Up to Play 60 makes in their schools during the **2017 Fuel Up to Play 60 Excellence Awards**, hosted at the Walter Payton Center in Lake Forest, IL. Check out this [video on YouTube](https://www.youtube.com/watch?v=Xc7sl4-11Ug&t=4s) (<https://www.youtube.com/watch?v=Xc7sl4-11Ug&t=4s>) posted by the Midwest Dairy Association. Learn more about [Fuel Up to Play 60 online](https://www.midwestdairy.com/schools-and-communities/fuel-up-to-play-60/) (<https://www.midwestdairy.com/schools-and-communities/fuel-up-to-play-60/>).

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>).