



Sept. 10, 2012

## Message From State Superintendent Christopher A. Koch

Today we're announcing the finalists in our annual Teacher of the Year Program. We received more than 200 nominations as part of our Those Who Excel (TWE) program. All teachers and finalists will be honored during the TWE banquet Oct. 20 when the Teacher of the Year will be announced. Here are this year's finalists:

- Christine Adrian teaches social studies to eighth graders at Jefferson Middle School in the Unit 4 Champaign School District in Champaign.
- Julie Breden is a science and accounting teacher at Jersey Community High School in Jersey Community Unit School District 100 in Jerseyville.
- Andrew Conneen teaches political science at Adlai E. Stevenson High School in Adlai E. Stevenson High School District 125 in Lincolnshire.
- Brian Curtin is an English teacher at Schaumburg High School in Township High School District 211 in Schaumburg.
- Robert Lang teaches physical science, physics and engineering at Glenbard South High School in Glenbard Township High School District 87 in Glen Ellyn.
- Michael Lawyer teaches history and U.S. government at Hononegah Community High School in District 207 in Rockton.
- Linda Ragsdale is a reading and Title I teacher at Bluffview Elementary School in Dupo District 196 in Dupo.
- Elyse Smith teaches kindergarten at Henry Wadsworth Longfellow Elementary School in Oak Park Elementary School District 97 in Oak Park.
- Pamela Steele is a fifth grade science teacher at Oregon Elementary School in Oregon Community Unit School District 220 in Oregon.

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The annual ceremony, once again to take place at the Bloomington-Normal Marriott Hotel and Conference Center in Normal, is always a rewarding night and a reminder of why we, as educators, entered this profession. All of us, but especially great teachers, can play an important role in inspiring not only their students but also their colleagues, administrators and community members. While noting our new finalists, I'd also like to again commend our current Teacher of the Year, Josh Stumpfenhorst, a language arts and social sciences teacher at Lincoln Junior High School in Naperville Community School District 203.

Last week, U.S. Secretary of Education Arne Duncan recognized 269 schools as 2012 National Blue Ribbon Schools based on their overall academic excellence or for making progress in improving student academic achievement levels.

Among them were 15 schools from Illinois that will be honored at a recognition ceremony Nov. 12-13 in Washington, D.C. You can find the announcement and list of all Blue Ribbon Schools at <http://www.ed.gov/news/press-releases/us-secretary-education-arne-duncan-recognizes-269-schools-2012-national-blue-rib>.

While noting these honors, I'd also remind you that nominations for the Thomas Lay Burroughs Award, recognizing an outstanding school board president, should be submitted to ISBE by the close of business Friday, Oct. 5. More information and details can be found at [http://www.isbe.net/pdf/burroughs\\_award.pdf](http://www.isbe.net/pdf/burroughs_award.pdf).

Also, we continue to see great progress on the training for the new evaluation systems. Currently, 87 percent of teacher evaluators have begun the training and of those, 98 percent have completed the first module, 86 percent the first three modules and 27 percent have completed all five modules. Additionally, 77 percent of principal evaluators have begun the training, of which 68 percent have completed the first three modules and 39 percent have completed all five.

Finally, there was a very serious situation in McLean County Unit 5 last week when a student brought a gun to school and discharged it several times in a classroom with other students. Fortunately, no one was hurt, but it could have turned much more tragic. Please, take some time to review your emergency procedures. When students and staff know what to do in an emergency situation, the chances of keeping everyone safe are much greater.

Thanks,  
Chris

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## Upcoming Dates and Deadlines

- **FY13 annual Bilingual Program Directors' Meeting in Lisle** – Sept. 10-11
- **School safety conference, Hoffman Estates** – Sept. 14 (<http://www.gbriskcontrol.com/retasecurityregistration/>)
- **2011-12 High School Students Taking Community College Courses data submission deadline** – Sept. 17
- **21CCLC Grants Request for Proposals application deadline** – Sept. 18 (<http://www.isbe.net/21ccle>)
- **Illinois RtI Network statewide conference** – Sept. 24-25 ([http://www.isbe.net/RtI\\_plan/default.htm](http://www.isbe.net/RtI_plan/default.htm))
- **Administrator and Teacher Salary and Benefits report deadline** – Oct. 1
- **ISBE offices closed for Columbus Day** – Oct. 8
- **U.S. Senate Youth Program/Hearst Scholarship deadline** – Oct. 3 (<http://www.isbe.net/spec-ed/html/hearst.htm>)
- **Thomas Lay Burroughs Award nomination deadline** – Oct. 5 ([http://www.isbe.net/pdf/burroughs\\_award.pdf](http://www.isbe.net/pdf/burroughs_award.pdf))
- **ISBE offices closed for Columbus Day** – Oct. 8
- **Part 25 (Certification), Part 75 (Agricultural Education Program) and Part 140 (Calculation of Excess Cost under Section 18-3 of the School Code)** – Public comment period ends Oct. 15
- **Title I Directors Conference in Springfield** – Oct. 16-17 (<http://www.iatd.net>)
- **School District/Joint Agreement Budget Form deadline** – Oct. 31
- **ISBE offices closed for Election Day** – Nov. 6
- **ISBE offices closed for Veterans' Day** – Nov. 12
- **School District/Joint Agreement Annual Financial Report (AFR) form deadline** – Nov. 15
- **ISBE offices closed for Thanksgiving** – Nov. 22-23
- **School District /Joint Agreement Annual Statement of Affairs (ASA) form deadline** – Dec. 15
- **Postmark deadline for waiver applications to be considered by General Assembly in Spring '13** – Jan. 18

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## Funding and Disbursements

### **Fiscal Year 2013 Supplemental General State Aid Plans Due Oct. 30**

Per Section 18-8.05(H)(3) of the School Code, school districts with an average daily attendance of more than

1,000 are required to submit a Supplemental General State Aid (SGSA) plan to the Illinois State Board of Education on or before Oct. 30 for the use of the funds resulting from the supplemental General State Aid for the improvement of instruction in which priority is given to meeting the education needs of disadvantaged children.

The SGSA plan for qualifying districts must be filed electronically via the ISBE IWAS System. The SGSA system is now open for fiscal year 2013. Critical information is pre-populated for each district. A brief narrative is required along with a budget breakdown of the SGSA funds. SGSA funds may be expended in various ways but must primarily benefit disadvantaged, low-income students that generate the district funding without supplanting other funds already in place.

If you have questions regarding the SGSA program please contact Jim Mathes ([jmathes@isbe.net](mailto:jmathes@isbe.net)) in the Division of Funding and Disbursements at (217) 782-5256.

### FY 2013 General State Aid Correction

Due to an internal correction, the Fiscal Year 2013 General State Aid (GSA) entitlements and payments have been recalculated with a small overall increase to the proration; consequently, districts will see a slight increase to their remaining bi-monthly payments scheduled through June 2013.

The new GSA net entitlement based upon local tax revenue and average daily attendance information calculated to \$4,804,928,870, leaving a shortage of \$518,176,370. This shortage requires a proration of 89.17 percent, which has been applied toward the gross entitlement for each school district and regional office. The 89.17 percent proration is being proportionally applied over all remaining payments from September 2012 through June 2013.

Final computations and individual claim information for school districts and regional offices can be accessed in General State Aid Inquiry at <http://webprod1.isbe.net/gsainquiry/default.aspx>.

If you have any questions about General State Aid or the computations, please contact Jim Mathes at [jmathes@isbe.net](mailto:jmathes@isbe.net) or (217) 782-5256.

## Data Analysis and Accountability

### Administrator and Teacher Salary and Benefits – School Year 2012 Report Open in IWAS

The Administrator and Teacher Salary and Benefits system is open in IWAS for school year 2012 data submission. Effective Jan. 1, 2012, Sections 10-20.47 and 34-18.38 of the School Code [105 ILCS 5/10-20.47

and 5/34-18.38] were amended to require school districts to 1) report administrator and teacher salary and benefits to the Illinois State Board of Education (ISBE) by Oct. 1 and 2) present the information at a school board meeting before posting on the website of the district:

“Each school board shall report to the State Board of Education, on or before Oct. 1 of each year, the base salary and benefits of the district superintendent [or the general superintendent of schools or chief executive officer] and all administrators and teachers employed by the school district. For the purposes of this Section, "benefits" includes without limitation vacation days, sick days, bonuses, annuities, and retirement enhancements.

Prior to this annual reporting to the State Board of Education, the information must be presented at a regular school board meeting, subject to applicable notice requirements, and then posted on the Internet website of the school district, if any.”

To comply with the law, school districts are required to submit to ISBE by Monday, Oct. 1 (11:59 p.m.), the following data for each individual employed as a superintendent/CEO, other administrator, and/or teacher during school year 2012:

- **Name:** Legal last name, first name, and middle name
- **Position:** Main position, i.e., District Administrator, Other Administrator, or Teacher
- **Title:** Title for main position (optional)
- **Base Salary:** Dollar amount of base salary for all positions combined
- **FTE (Full-Time Equivalency):** FTE for all positions combined, counted in hundredths
- **Vacation Days:** Number of vacation days awarded this school year
- **Sick Days:** Number of sick days awarded this school year
- **Bonuses:** Dollar value of bonuses
- **Annuities:** Dollar value of employer-provided qualified and nonqualified annuities
- **Retirement Enhancements:** Dollar value of employer-provided retirement enhancements
- **Other Benefits:** Dollar value of other benefits provided by employer

The data must be submitted via IWAS, by Oct. 1. The salary and benefits data you report are to include payments made for all duties performed as a school district employee during school year 2012, on all forms of compensation received by an individual. ISBE

strongly suggests downloading and using the Excel spreadsheet template currently provided in the IWAS system that includes the proper headers and cell formatting required for your file to upload. To upload to ISBE, you must save as a CSV file.

Questions may be directed to Mark Hobneck in the ISBE Data Analysis and Accountability Division at (217) 782-3950. Please note that this is a separate data collection from the Teacher Service Record (TSR), which closed Aug. 15 and had different data requirements.

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## PEAC

### Reminder: Performance Evaluation Advisory Council Assessment Survey

The Performance Evaluation Advisory Council (PEAC) is seeking input from building level administrators about the assessments that are most commonly being utilized in individual school buildings to measure student learning in the areas of reading and math.

Your participation in a brief survey will assist PEAC in better representing the scope and variety of assessment usage across the state as they seek to make recommendations regarding Type I, II and III assessments for purposes of student growth.

Please take 5 minutes to access the survey link (<http://www.surveymonkey.com/s/BMXYDQQ>) and complete the questions prior to Sept. 13, 2012. Thank you in advance for your time!

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## School Business Services

### Capital Needs Assessment Survey

Public Act 93-0489 requires the Illinois State Board of Education and the Capital Development Board to file a comprehensive assessment report of the capital needs of all school districts to the General Assembly every 2 years. Jan. 1, 2013, is the due date of the next report.

On Aug. 27, 2012, all district superintendents and regional superintendents were sent a copy of the Capital Needs Assessment Survey along with a cover letter through IWAS. If you did not receive a copy of the email, please let us know.

If you have not done so already and in an effort to meet this requirement, we are requesting all districts complete and submit the Capital Needs Assessment Survey by Oct. 15, 2012. Full participation in this needs assessment will

help ensure an accurate portrayal of the capital needs of all districts throughout the state.

Additional forms, if needed, can be accessed on either of the following websites: [www.isbe.net/finance](http://www.isbe.net/finance) or [www.cdb.state.il.us](http://www.cdb.state.il.us). Completed forms can be submitted by U.S. mail to Illinois State Board of Education, School Business Services (N-330), 100 N. First St., Springfield, IL 62777-0001 or by emailing to [finance1@isbe.net](mailto:finance1@isbe.net).

Further questions can be directed to School Business Services (Christine Kolaz) at (217) 785-8779.

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## Nutrition and Wellness Programs

### Application Process Under Way for School Breakfast Grants

Grants through Share Our Strength and the Illinois No Kid Hungry Campaign will support schools with expanding breakfast participation. Funds can be used to purchase approved equipment and to create materials and initiatives that facilitate alternative breakfast delivery models (such as in-classroom breakfast, grab-n-go or second-chance breakfast).

Applying schools must either be implementing or be prepared to implement an alternative breakfast delivery model. Grants will be awarded up to \$5,000 on a rolling basis. For more information or to apply, please visit the Illinois No Kid Hungry website at <http://il.nokidhungry.org/grants-school-breakfast>.

### 2012-13 Illinois School Breakfast Challenge Kicks Off

Breakfast is not just for testing week. Children who eat a nutritious breakfast tend to perform better in school, have a better attendance record and exhibit fewer behavior problems. Therefore, the Illinois State Board of Education, the Midwest Dairy Council and the Illinois No Kid Hungry Campaign are proud to sponsor the 2012-13 Illinois School Breakfast Challenge.

**Challenge:** All Illinois schools participating in the School Breakfast Program (SBP) are eligible and are automatically entered to participate in the Illinois Breakfast Challenge. Winners will be announced in April of 2013. Participation increase will be calculated by comparing the SBP participation rates from January-May of 2012 to August-December of 2012. Awards will be

given to schools with the largest percentage increases in average daily participation rates.

There will be four categories for the Challenge with each tier awarding three prizes: \$5,000, \$3,000 and \$1,000.

For more information, please visit <http://il.nokidhungry.org/school-breakfast> or contact Dawn Melchiorre at [dmelchiorre@gcfd.org](mailto:dmelchiorre@gcfd.org).

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## Special Education Services

### Districts Required to Complete Timely and Meaningful Consultation With Private Schools

It's the time of the year when districts should be planning to complete annual timely and meaningful consultation ("TMC") with private schools and families of home-schoolers with disabilities. Please remember that this is a requirement for any district that has known home-school students and private school students with disabilities regardless of whether a district has funds to expend on such students. Also, please note the requirement to provide families in the district with a public notice of the TMC requirement even if there are no private schools in the district.

The specific steps for conducting TMC can be found in ISBE's guidance memo located at [http://www.isbe.net/spec-ed/pdfs/Memo\\_08-2\\_Clarification.pdf](http://www.isbe.net/spec-ed/pdfs/Memo_08-2_Clarification.pdf), [http://www.isbe.net/spec-ed/pdfs/guidance\\_06-3.pdf](http://www.isbe.net/spec-ed/pdfs/guidance_06-3.pdf) and [http://www.isbe.net/spec-ed/pdfs/guidance\\_06-2.pdf](http://www.isbe.net/spec-ed/pdfs/guidance_06-2.pdf). The affirmation form can be accessed at <http://www.isbe.net/spec-ed/pdfs/pvtschAppA.pdf>.

Please plan on completing the TMC by no later than Oct. 15, 2012, and submitting documentation of the TMC by Nov. 1, 2012. Please contact Special Education Services at (217) 782-5589 with any questions.

### Updated Special Education Eligibility and Entitlement in RtI Framework Documents

In accordance with 23 Illinois Administrative Code 226.130, districts must use a process that determines how a child responds to scientific, research-based interventions as part of the evaluation procedures to determine special education eligibility under the category of specific learning disability (SLD). While the requirement is specific to SLD, districts also have the option of using such a process as part of the evaluation procedures for other disability categories.

To assist districts in meeting this requirement, in early 2010 ISBE issued "Illinois Special Education Eligibility and Entitlement Procedures and Criteria Within a Response to Intervention (RtI) Framework: A Guidance Document" and a "Frequently Asked Questions" supplement. Both documents were recently updated to incorporate factors and considerations that may be unique to the needs of English Language Learners (ELLs) when implementing an RtI process as part of special education eligibility and entitlement. These updates were made through the work of the RtI and ELL Professional Practice Committee, which was convened by ISBE and consisted of practitioners from the fields of special education and ELL/bilingual education.

The updated documents are now available on the ISBE website at [http://www.isbe.net/spec-ed/html/rti\\_speced.htm](http://www.isbe.net/spec-ed/html/rti_speced.htm). In addition, our agency is planning to disseminate information about the added ELL factors and considerations through presentations at professional conferences and a webinar that will be available via the ISBE website. Details of the webinar will be forthcoming.

### CPR Training in Grades 6-8 Added as Option to Safety Education Curriculum

Public Act 97-714 (formerly HB 5114) amends the School Code by adding training in cardio-pulmonary resuscitation (CPR) for students in grades 6 through 8 as an option in the school's safety education curriculum. The training in CPR and in the use of automated external defibrillator (AED) can be met by students' watching a free video on those subjects.

This legislation is effective immediately as of June 28, 2012. Schools may choose to but are not required to provide this training as part of the instruction in safety education. However, a student in middle school who has been shown a video on "hands only" CPR may be in a better position to save a life in school, at home or in the community.

A recommended, free video is available through the Northwestern University Department of Emergency Medicine at [www.ccares.northwestern.edu](http://www.ccares.northwestern.edu). The video has the endorsement of the American Heart Association and other community health agencies. The video will also be available on ISBE's School Health page later this month. A direct link to the video is at [http://www.youtube.com/watch?v=GyuURBOgrE&feature=player\\_embedded](http://www.youtube.com/watch?v=GyuURBOgrE&feature=player_embedded). Visit the following link to access a copy of this legislation:

<http://www.ilga.gov/legislation/publicacts/97/PDF/097-0714.pdf>.

### **New Law Adds Miniature Horses to the Definition of Service Animal**

Public Act 97-0956 (formerly HB 3826) added miniature horses to the definition of service animal. The law took effect Aug. 14, 2012, and no rule making by ISBE is required. Schools making “reasonable accommodations” to include a miniature horse may take into account the type, size and weight of the animal and whether the school or facility can accommodate it. Schools may also review whether the handler has sufficient control of the miniature horse, whether the horse is housebroken and whether the horse’s presence compromises legitimate safety requirements.

The law requires schools to permit a student with a disability and using a service animal to have that service animal assist them at all school functions, whether in or outside the classroom, and whether it is trained or “being trained” as a hearing animal, a guide animal, an assistance animal, a seizure alert animal, a mobility animal, a psychiatric service animal, an autism service animal, or an animal trained for any other physical, mental, or intellectual disability.

The law does not require that the service animal to wear a harness, backpack or vest identifying it as a service animal. The law also amends the Guide Dog Access Act and renames it the Service Animal Access Act. Any violation of this act is a Class C misdemeanor. Read the law at <http://ilga.gov/legislation/publicacts/97/PDF/097-0956.pdf>.

### **Public Act Designates Nov. 14 as Diabetes Awareness Day**

Public Act 097-0819 amended the Commemorative Dates Act by adding Nov. 14 of each year as Diabetes Awareness Day. The day is designated for the purpose of supporting efforts to decrease the prevalence of diabetes, develop better treatments and work toward eventual cure for Type 1 and Type 2 diabetes.

ISBE will facilitate school implementation of Diabetes Awareness Day through notice each fall in the Weekly Message and by providing resources for improved research, treatment and prevention on the ISBE School Health webpage. A copy of this act is available at <http://www.ilga.gov/legislation/publicacts/97/PDF/097-0819.pdf>.

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## **Title Grant Administration**

### **Illinois Association of Title I Directors Conference Scheduled for Oct. 16-17**

The Illinois Association of Title I Directors and the Illinois State Board of Education will host the annual Title I Directors Conference on Oct. 16-17, 2012. The purpose of the conference is to promote and facilitate communication and cooperation among Title I education and management specialists throughout the state of Illinois. During the conference, staff from the Illinois State Board of Education will provide updates and breakout sessions, such as NCLB grant completion, parent involvement, SSOS and Intro to the Center for School Improvement, supplemental education services, Common Core, and provide updates on other ISBE initiatives. Jay McTighe will be the keynote speaker at this year’s conference.

While membership is not required to attend the conference, becoming an IATD member has many benefits. Membership provides a discount to the winter and spring workshops, opportunities to collaborate with ISBE, access to the IATD listserv and opportunities for professional development, networking and support for those associated with Title I.

Registration for the conference and lodging arrangements can be completed through the association’s website at <http://www.iatd.net>. Registration is \$200 or \$250 for registration and membership fees. A block of rooms has been reserved at the Crowne Plaza in Springfield for \$118 plus tax per night under “IATD.”

For additional registration questions, contact Jennifer Frerichs at (217) 384-3565. For lodging questions, please contact Scott Horsch, IATD president, at [shorsch@mendotahs.org](mailto:shorsch@mendotahs.org).

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## **Early Childhood**

### **Illinois Gateways to Opportunity Scholarship Program Announced**

Illinois Gateways to Opportunity Scholarship Program pays up to 90 percent of tuition and fees at participating colleges. Are you an Illinois State Board of Education Preschool for All Teacher or Teacher Aide? Gateways is offering scholarships to teachers and teacher aides working in Illinois Preschool for All programs. A Gateways Scholarship may help pay the cost of tuition and fees that lead to a Bilingual/ESL Approval/Endorsement and/or a Type 04 Early Childhood Certificate.

Eligibility requirements for Preschool for All (PFA) teachers or teacher aides include, but are not limited to, the following:

- Have been employed at a PFA program one school year.
- Work 15 hours per week on a continuous employment basis (includes work and benefit time).
- Meet wage requirements.
- Be a citizen of the United States or legal resident.
- Commit to future work in early care and education or school-age care based on scholarship type.

For more information call (866) 697-8278 or visit [www.ilgateways.com](http://www.ilgateways.com).

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## Professional Development

### Department of Human Services Plans School Health Days Workshops Across the State

The Illinois Department of Human Services invites school nurses, school administrators, school social workers and other school health personnel to School Health Days 2012. The one-day workshops, to be held regionally in five locations, will update participants on immunizations, health systems development, ISBE school health consultant role, communicable disease, choosing healthy beverages, and oral health.

Sites will be located at Springfield, Northfield Inn and Suites Center, Oct. 23; Mount Vernon, Holiday Inn, Oct. 24; Rockford, Radisson Inn, Oct. 31; Arlington, Doubletree, Nov. 1; and Lisle, Hyatt, Nov. 16.

The registration form and brochure are located at <http://www.dhs.state.il.us/page.aspx?item=61441>.

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## IDPH

### Guidance Issued on Possible Outbreaks of H3N2 Variant Influenza Virus

The Illinois Department of Public Health recently issued a memorandum on “Guidance for School Administrators About Possible Outbreaks of H3N2 Variant Influenza Virus (“H3N2v”).

The Aug. 24 message states, “During July and August 2012, an increased number of human infections with

variant influenza A (H3N2) or “H3N2v” were identified in several states including Illinois. The majority of the recently confirmed cases report direct contact with pigs, primarily at agricultural fairs. In the past, there has been infrequent person-to-person transmission and this may recur. To date, no outbreaks in schools have been identified.”

IDPH provides guidance in the memorandum on how to help identify persons who may be infected with H3N2v virus and slow the spread of flu viruses, including seasonal flu, in K-12 schools.

To read the memorandum in its entirety, go to [http://www.isbe.net/pdf/school\\_health/H3N2-school-guidance.pdf](http://www.isbe.net/pdf/school_health/H3N2-school-guidance.pdf).

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## In the News

### Weekly News Clips

The Illinois State Board of Education has posted highlights of education news clips for the week of Aug. 27 at <http://www.isbe.net/news/2012/newsclips/120904.htm>.

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## Employment Opportunities

### ISBE External Vacancy List

An External Vacancy List for the Illinois State Board of Education is available at <http://www.isbe.net/hr/Default.htm>.