

# ANNUAL REPORT

## 2012-2013



### DeKalb County Regional Office of Education

2500 North Annie Glidden Road, Suite C

DeKalb, IL 60115

**Amanda M. Christensen, Superintendent**

**Jeffrey E. Smith, Assistant Superintendent**

#### Mission

According to statute, the Regional Superintendent of Schools shall 1) exercise supervision and control over all school districts in the region and 2) act as the official advisor and assistant of the school officers and teachers in the region. The DeKalb ROE is committed to providing high quality services for our communities and stakeholders. We strive to ensure that school personnel have the resources necessary to carry out their mission. We act collaboratively with the Illinois State Board of Education to advance safe, efficient, and effective schools. We perform our statutory duties to guarantee the best educational opportunities for Illinois families.

#### OFFICE STAFF

Christine Underwood, Truancy

Donna Milburn, Licensure/Bookkeeping

Cathey Stoddard, Truancy

Laura Olson, Administrative Assistant

Mary Curran, Truancy

Denise Curran, Truancy and  
Liaison for Homeless Students

### **Contact Information**

The office is housed in the Community Outreach Building, a DeKalb County government building, at 2500 N. Annie Glidden Road, Suite C, DeKalb, Illinois, 60115. The main phone is 815-217-0460 and the fax number is 815-217-0467.

Hours are Monday—Friday (8:30 am—12:00 pm and 1:00 pm—4:30 pm).

Our office policy mandates prompt and courteous attention to all requests coming to our office for information and assistance with educational problems. This applies to phone calls, office visits and letters from school personnel, parents, students, and citizens. This is a year-round, daily service and constitutes one of the greatest single demands on our collective time and energy.

### **Duties of the DeKalb County Regional Office of Education**

The Regional Superintendent of Schools is the chief administrative officer of a Regional Office of Education and is the only elected education professional in Illinois. The Regional Superintendent of Schools is often referred to as an intermediate school officer. Most of the duties and functions performed are at a level between that of the local school district and that of the State Superintendent of Education. The Regional Superintendent and Assistant Superintendent coordinate and deliver state and local news as well as act as advocates by providing positive leadership and proactive assistance to educators, school districts, and the public. One of the most time-consuming tasks is assisting the Illinois State Superintendent of Education and his staff in processing the great number of applications, reports, claims for reimbursement, etc., which are required in today's education world.

#### **Educational Administration**

- Respond to legal questions from educators, boards of education and other citizens
- Issue, register and renew teacher certificates
- Supervise and assist in transportation programs and other staff development programs
- Administer the G.E.D. testing programs and issue diplomas
- Disseminate information on scholarships and teacher vacancies
- Conduct professional growth opportunities
- Approve school calendars, in-service days, workshops and institutes
- Conduct hearings for School Districts reorganization
- Administer Truancy Intervention programs and Safe School Alternative Education programs

#### **Cooperation Management**

- Assist the Illinois State Board of Education (ISBE) in the evaluation and recognition of public schools, and private schools who ask to be recognized
- Maintain maps of all school districts
- Administer cooperative programs
- Monitor public schools during strikes
- Remove any member of a school board for failure to perform official duties
- Assist with cooperatives, special education programs and vocational programs
- Serve as Ex-Officio secretary of the Regional Board of School Trustees

#### **Financial**

- Audit district claims for General State Aid, categorical funds, and Federal grants
- Review budgets, audits, evidence of indebtedness and annual financial reports
- Check bonding of school treasurers
- Disburse state and federal funds
- Act as administrative and/or fiscal agent for appropriate programs

#### **Health and Life Safety**

- Visit and inspect each public school annually
- Supervise school buildings for health and life safety and condemn buildings if necessary
- Provide courses in safety and first aid for bus drivers
- Approve and issue building permits and occupancy permits

#### **Public Relations**

- Respond to questions and concerns, including legal questions
- Promote and support educational programs and achievements of the schools and educators
- Hold public hearings on topics vital to education
- Serve as liaison between the state legislature, local school districts, and the ISBE

## **Community Outreach**

Another significant duty of the ROE concerns serving as the educational representative on many of the professional and lay committees established throughout the County and Northern Illinois. The number of meetings involved with these committees is quite large and requires that the Superintendent and the Assistant carefully schedule for day and evening meetings each month to fulfill these requirements. The DeKalb ROE is always looking for ways to build a network of support for DeKalb County's youth.

### **In 2012-2013, the Regional Office had representation on or held membership in the following Board and Committees:**

1. Illinois Association of Regional Superintendents of Schools (IARSS)
2. IARSS Committees: Certification / Licensure, Compliance, Professional Development / Enterprise, Health / Life Safety
3. Area II Regional Offices of Education
4. Chairperson of the Youth Action Group of the DeKalb County Partnership for a Substance Abuse Free Environment (DCP-SAFE)
5. DCP-SAFE Steering Committee
6. DeKalb County Juvenile Justice Council
7. Kishwaukee Education Consortium governing board
8. Truancy and Alternative Optional Education Program (TAOEP) Directors
9. The Kishwaukee College Adult Education Area Planning Council
10. The Kishwaukee Education To Careers Partnership (K.E.T.C.P.)
11. Children's Advocacy Center Board of Directors
12. Children's Home + Aid (Healthy Families Illinois)
13. DeKalb County Youth Service Providers
14. Countywide Emergency Preparedness Committee
15. Secretary - Regional Board of School Trustees
16. Illinois Association of School Administrators (IASA)
17. Illinois Principals' Association (IPA)
18. Kishwaukee Intermediate Delivery System (KIDS) Executive Committee and Advisory Board

## **Additional Community / School Services**

1. Issued many informational bulletins for use by school administrators
2. Administered or served on selection committees related to the following educational scholarships, grant-in-aid, or loan programs:
  - A. The Elmberg Student Loan Fund
  - B. Illinois State Sheriff's Association Scholarship Awards
3. Organized and ran the DeKalb County Spelling Bee at Kishwaukee College (sponsored by Shaw Media)
4. Provided teacher placement services to assist teachers and schools
5. Spoke to NIU students in the teacher preparation program
6. Attended the NIU Career Fair in order to 1) assist in obtaining educator credentials and 2) recruit substitute teachers and paraprofessionals

## **Services to Educators Regarding Certification**

The Regional Office of Education assists teachers seeking an Illinois Teaching Certificate, including applications, registrations, endorsements, and renewals. During the 2012-2013 school year the ROE processed 149 new and 7 duplicate certificates, and 44 endorsements. We processed over \$10,000 in registration fees. The Regional Superintendent is also responsible for approving professional development for teacher certification renewals. Data is unavailable this year for the number of teachers whose renewals were processed due to the change in ISBE's informational system.

One of the most significant tasks for the 2012-2013 year was to be the resource for local educators as certification transitioned into a licensure system effective July 1, 2013. The Regional Superintendent visited most of the DeKalb County school districts and private schools and made presentations on the new licensure system and rules for administrators, teachers, and paraprofessionals.

The ROE maintains a database of all substitute teachers in DeKalb County. All substitute teachers can guest teach in all of the school districts and private schools in DeKalb County. 470 teachers took advantage of this service during the 2012-2013 school year.

New to the 2004-2005 school year was a law requiring a fingerprint-based criminal background check for all new hires, including substitutes. New to the 2011-2012 school year was a law requiring this same background check for all student teachers. As a result, the Regional Office of Education has a digital fingerprinting system that allows a quick return of criminal background information to the local school districts at a cost of \$60.00 per employee or student teacher. The ROE also provides this service to bus drivers, healthcare workers, school volunteers, and county jail volunteers. Fingerprinting is typically available by appointment daily 1:10 pm—4:00 pm. The office fingerprinted a total of 1,554 people last year.

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### **Northwestern Illinois Association**

The Northwestern Illinois Association (NIA) is located at the Sycamore CUSD 427 Administration Building, 245 W. Exchange St., Sycamore. N.I.A. is an association of public school districts in the ten northwestern counties of Illinois, which provides services to children with severe sight or hearing problems and youngsters with multiple handicaps. A large geographic area is needed in order to provide an effective and economical program since a very small percentage of children are found in these categories. Ms. Laura Frankiewicz is the NIA director, and the Sycamore district is the administrative district. Assessing the member school districts in the ten county area provides some funds, but major financial help comes from state and federal grants of different types. These are mainly Title I and Title IV of the Elementary and Secondary Education Act. Public Law 94-142 provides substantial funds to NIA which, in turn, provides various amounts of these funds to county cooperatives for the local school districts.

### **Kishwaukee Education Consortium**

Serving DeKalb, Genoa-Kingston, Hiawatha, Sycamore, Hinckley-Big Rock, Indian Creek, Sandwich, Somonauk and Rochelle

KEC is the Regional Safe School Program, providing alternative education to students who have not found success in the traditional school setting. This program is part of the ReStart program which gives students the opportunity to "restart" their academic, social, and emotional growth.

During 2012-2013, ReStart enrollment was 150 students.

Executive Director: Tom Crouch

Principal: Derrick Burress

**Regional Board of School Trustees**

The Regional Superintendent acts as ex-officio secretary for the Regional Board of School Trustees. This board holds title to all school real estate in the name of the State of Illinois. The Board hears district consolidation cases and cases in which individuals wish to detach from one district and annex to another district. There were no such petitions for annexation filed in 2012-2013. Members of the Board are elected for six-year staggered terms by countywide elections indicated as follows:

<b>MEMBER</b>	<b>TOWNSHIP</b>	<b>TERM EXPIRATION</b>
Marshall Hayes	DeKalb	2017
Jamie Willrett	Malta	2015
Larry Forsberg, President	South Grove	2017
Charles Rose	Sycamore	2019
Thomas Burski	Afton	2019
TBA		
TBA		

**In-Service Training of Teachers**

Fees from the registration of teachers' certificates are available for teachers' institutes, workshops, and related activities. During 2012-2013, the Regional Office made these funds available to local school districts and cooperatives on a formula basis to these in-service training programs that could be directed toward local school needs. During the past year a total of \$13,605 was provided to local school districts to finance their own institutes approved by this office. The Regional Office of Education also coordinated and facilitated (9) Superintendents' meetings and (1) Principals' meeting.

Additionally, while not supported from the institute fund, the ROE held their annual Homeless / Truancy Workshop in June 2013. The workshop had 70 participants, including homeless liaisons, registrars, secretaries, teachers, administrators, and counselors.

<b><u>Kishwaukee Intermediate Delivery System</u></b>	<b><u>DeKalb County participants in KIDS Sessions</u></b>																												
<p>The Kishwaukee Intermediate Delivery System (KIDS) is the professional development arm of the Regional Offices of Education for DeKalb, McHenry, and Boone/Winnebago counties. DeKalb ROE contributes its entire state ROE services grant to KIDS in order to more efficiently and cost effectively provide staff development. The interagency agreement dictates that professional development will be provided in the following areas: technology, district and school improvement, administrator academies, education for exceptional children, and academic/content learning areas. In the 2012-2013 school year, KIDS offered 60 different professional development opportunities, including online courses. During 2012-2013, 197 DeKalb County teachers and administrators participated.</p>	<table> <thead> <tr> <th><u>Month</u></th> <th><u># of Attendees</u></th> </tr> </thead> <tbody> <tr> <td>July 2012 .....</td> <td>8</td> </tr> <tr> <td>August 2012 .....</td> <td>3</td> </tr> <tr> <td>September 2012.....</td> <td>19</td> </tr> <tr> <td>October 2012.....</td> <td>22</td> </tr> <tr> <td>November 2012.....</td> <td>38</td> </tr> <tr> <td>December 2012 .....</td> <td>5</td> </tr> <tr> <td>January 2013 .....</td> <td>16</td> </tr> <tr> <td>February 2013 .....</td> <td>13</td> </tr> <tr> <td>March 2013 .....</td> <td>21</td> </tr> <tr> <td>April 2013 .....</td> <td>27</td> </tr> <tr> <td>May 2013 .....</td> <td>9</td> </tr> <tr> <td>June 2013 .....</td> <td>16</td> </tr> <tr> <td></td> <td><b>197</b></td> </tr> </tbody> </table>	<u>Month</u>	<u># of Attendees</u>	July 2012 .....	8	August 2012 .....	3	September 2012.....	19	October 2012.....	22	November 2012.....	38	December 2012 .....	5	January 2013 .....	16	February 2013 .....	13	March 2013 .....	21	April 2013 .....	27	May 2013 .....	9	June 2013 .....	16		<b>197</b>
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**Truancy Supervision**

This was the twenty-sixth year that DeKalb County was part of a Truants' Alternative Optional Education Program. DeKalb County Truancy Intervention Program (DCTIP) was funded through a grant from the Illinois State Board of Education and was administered and facilitated through the Regional Office of Education, with the Assistant Superintendent serving as DCTIP Director. Truancy Outreach Workers Christine Underwood, Cathey Stoddard, Denise Curran and Mary Curran, worked with truant students and their families to improve attendance by providing early intervention services, acting as a liaison between home and school, referring children and families to DeKalb County service agencies, and coordinating a credit-recovery program. While early interventions are preferred, the DeKalb ROE appreciates working with DeKalb County Court Services.

During the 2012-2013 school year, DCTIP provided services to 233 truants and 106 chronic truants and 45 potential dropouts in DeKalb County:

Home visits .....	82
Academic counseling .....	119
Tutoring.....	16
Court-related services .....	41
Referral to social services .....	155
Support services for parents.....	24
Transportation .....	9
Monitoring .....	379
Participation in Credit Recovery .....	101
Mentoring.....	38

**GED Testing and Issuance**

The General Educational Development (GED) is a battery of high school equivalency tests. Upon registering for the GED (\$50), the individual is given one year to pass all tests or they must re-register to complete unfinished/failed tests. Upon completing requirements, the individual is issued a GED (high school equivalency) certificate. In 2013 the DeKalb ROE began the process of becoming an official Pearson VUE testing site in order to administer the new 2014 computer-based test. The ROE thanks Joanne Kantner, her assistant Tricia Hernandez, and the rest of her staff at Kishwaukee Community College for the outstanding cooperation continuously received. The ROE has received additional assistance from the Illinois State Board of Education staff, the surrounding area ROE offices, the Illinois Community College Board and GED offices. During 2012-13, the DeKalb ROE issued a total of 226 certificates and/or transcripts, not necessarily for new applicants only.

**Applicants for and Certificates of Equivalence issued:**

YEAR	APPLICATIONS	CERTIFICATES ISSUED
03 - 04	142	125
04 - 05	251	138
05 - 06	202	149
06 - 07	218	156
07 - 08	217	142
08 -09	219	144
09-10	222	159
10-11	247	148
11-12	178	132
12-13	218	118

**Services for Homeless Students and Their Families**

The McKinney-Vento Act, signed into law in Illinois on January 24, 1995 ensures that students who are considered homeless maintain consistent school attendance with minimal disruption. During the 2012-2013 school year, 319 homeless youth were served in DeKalb County. Denise Curran served as the DeKalb County Homeless liaison, training school district personnel in identifying homeless children and those in housing crises and providing the supports necessary to ensure consistent school attendance with minimal disruption. The DeKalb ROE appreciates Hope Haven and Safe Passage for their support of homeless students and their families.

## **Certification of Bus Drivers / Transportation**

The Regional Office is responsible for conducting the initial training required for all new school bus drivers prior to getting a bus permit and the annual refresher workshop required in the 12-month period prior to renewal. Experienced drivers must take a two-hour refresher course annually, and all new drivers must take an eight-hour course in school bus driver safety and first aid, as prescribed by the Illinois State Board of Education and administered by the ROE.

Four initial courses were held at the Regional Office of Education, and were taught by Kathy Jurs-Nelson, Charlene Bridges, John Leech and Tom Boyce. 57 drivers were trained at these sessions.

Two-hour refresher courses were provided on 8 occasions, mostly on location at our school districts. A total of 435 drivers attended these trainings.

Additionally, the Assistant Superintendent facilitated 4 Transportation Directors' meetings.

## **Recognition of Schools**

The DeKalb County ROE issued, in conjunction with the Illinois State Board of Education, a Certificate of Recognition to each of the eight public school districts in DeKalb County, and two non-public schools (St. Mary Elementary in DeKalb, and St. Mary's Elementary in Sycamore).

The Regional Office also conducted a full state recognition compliance visit to the Sycamore school district in the 2012-2013 school year. The following districts are scheduled for visitation for the 2013-2014 school year: Hiawatha CUSD 426, DeKalb CUSD 428, Hinckley-Big Rock CUSD 429.

Compliance items cover a broad range, including: personnel files and properly credentialed employees, student records, school improvement plans, special education services, board policy, website requirements, treatment of homeless students, staff evaluation methods and procedure, and mandatory staff trainings.

## **Health / Life Safety and Inspection of Buildings**

- Interprets Life Safety Code information for school officials
- Inspects every public school every year (43 buildings)
- Issues building permits
- Conducts walkthroughs of construction sites with architects
- Issues occupancy permits
- Maintains records of districts' 10-Year Surveys and Amendments
- Processes school maintenance grants and use of health-life safety funds

## **Professional Activities**

It is expected that the ROE staff will engage in continuous improvement. Both the Superintendent and the Assistant Superintendent are required to complete one Administrator Academy per year and an average of 20 professional development hours per year in order to maintain their educator credentials. Professional development hours for both administrators far exceeded this minimum requirement, including participation in:

- state-wide meetings and area meetings of Regional Superintendents of Schools
- behavioral threats assessment and safety/security workshops
- Common Core State Standards
- Partnership for Assessment of Readiness for College and Career (PARCC)
- 5 Essentials Survey
- School improvement and Rising Star
- GED testing
- Health / Life Safety building requirements
- Legislative updates

Truancy staff annually attends the ICEARY conference (Illinois Coalition for Educating At-Risk Youth). Office personnel regularly receive staff development for educator licensure, legislative mandates, criminal background checks, technology, and accounting.



**DeKalb County School District Enrollments**

Below is a statistical summary of student enrollment figures for the schools of DeKalb County during the school years of 2007-2008 through 2012-2013.

**DEKALB COUNTY ENROLLMENTS**

<b>DISTRICT</b>	<b>07-08</b>	<b>08-09</b>	<b>09-10</b>	<b>10-11</b>	<b>11-12</b>	<b>12-13</b>
Genoa-Kingston #424	2051	2059	2058	2016	1909	1867
Indian Creek # 425	915	877	873	803	687	766
Hiawatha #426	632	616	632	585	608	604
Sycamore #427	3672	3727	3711	3787	3805	3767
DeKalb # 428	5938	5907	5875	6000	5667	6244
Hinckley-Big Rock #429	779	766	757	733	711	710
Sandwich #430	2555	2492	2492	2391	2346	2275
Somonauk #432	1014	1031	1031	876	864	864
Regional Safe School	29	26	45	40	53	52
<b>Public School Totals</b>	<b>17,585</b>	<b>17,501</b>	<b>17,474</b>	<b>17,231</b>	<b>16,650</b>	<b>17,149</b>
St. Mary - DeKalb	250	250	221	231	241	250
St. Mary's - Sycamore	259	235	235	198	228	240
Somonauk Christian	73	69	67	102	117	124
Cornerstone Christian	277	400	400	350	339	345
Montessori Sycamore	21	20	63	98	22	24
Camelot School	95	130	129	132	140	138
<b>Private School Totals</b>	<b>975</b>	<b>1104</b>	<b>1115</b>	<b>1111</b>	<b>1087</b>	<b>1121</b>
<b>Total Enrollment</b>	<b>18,560</b>	<b>18,605</b>	<b>18,589</b>	<b>18,342</b>	<b>17,737</b>	<b>18,270</b>

**Distribution of Funds**

Most funds are sent electronically from the Illinois State Board of Education to the local school districts and other designated organizations; however, some funds continue to flow through the Regional Office of Education.

**FUND DISTRIBUTION JULY 2012 TO JUNE 2013**

<b>PROGRAM</b>	<b>RECIPIENT</b>	<b>TOTAL DISBURSED</b>
General State Aid	KEC (Regional Safe School)	\$ 191,625.00
ROE/ISC Operations	Kishwaukee Intermediate Delivery System	29,859.00
Bus Driver Training	ROE	960.00
Truancy (TAOEP)	ROE	86,567.00
Regional Safe School	KEC	73,316.00
Early Childhood Block Grant	Community Coordinated Child Care (4-C)	147,516.00
Career and Tech Ed (CTEI)	KEC	317,999.00
Title II-Teacher Quality Leadership	ROE	5,460.00
V.E. Perkins Title IIC	KEC	134,723.00
McKinney-Vento Grant	ROE	21,329.00

**DEKALB COUNTY INSTITUTE FUND REPORT 2012-2013 SCHOOL YEAR**

<b>Beginning Fund Balance July 1, 2012</b>		\$ 70,638.00
<b>Receipts: Certificate Applications and Registrations</b>	\$ 32,408.00	
<b>Expenditures: School District In-Service, ROE In-service, Certificate Applications, Professional Development Fees, Mini-Grants, Spelling Bee</b>	\$40,650.00	
<b>Ending Fund Balance June 30, 2012</b>		\$ 62,396.00

	<b>IN</b>	<b>OUT</b>
<b>GED</b>	10,220.00	3,784.00
<b>Bus</b>	4,312.00	2,489.00
<b>Fingerprint</b>	40,132.00	20,354.00

The Regional Office of Education would like to thank all of the DeKalb County departments, the community agencies, and the school boards and school districts for their continued cooperation with the DeKalb ROE as it fulfills its mission of "Support and Service." A special thanks goes to the County Board and the Health and Human Services Committee for continuing to provide the housing, personnel and financial resources that allow the Regional Office of Education to provide needed services.

As Superintendent of the Regional Office of Education (ROE) DeKalb County, Illinois, I hereby submit this detailed annual report covering activities of the office from July 1, 2012 to June 30, 2013.

*Amanda Christensen*

Amanda Christensen, Superintendent  
Regional Office of Education #16  
DeKalb County, Illinois