

ANNUAL REPORT

2013-2014



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.

2013-2014 OFFICE STAFF

Christine Underwood, Truancy

Cathey Stoddard, Truancy

Mary Curran, Truancy

Chris Turk, Caroline Wells, and Donna Butler: Testing Center

Donna Milburn, Licensure/Bookkeeping

Laura Olson, Administrative Assistant

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

A 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 DeKalb ROE is always looking for ways to build a network of support for DeKalb County's youth.

In 2013-2014, the Regional Office had representation on or held membership in the following Boards and Committees:

1. Illinois Association of Regional Superintendents of Schools (IARSS)
2. IARSS Committees: Licensure, Compliance & Health / Life Safety, Student Services
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 and (3) sub-committees: Education, Community Collaboration, and Juvenile Delinquency
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. Illinois Reading Council (IRC)
19. Kishwaukee Intermediate Delivery System (KIDS): Executive Committee, Advisory Board, and Curriculum Coordinators
20. DeKalb County Department Heads
21. Ben Gordon Center Foundation Board

Additional Community / School Services

- Issued many informational bulletins for use by school administrators and teachers
- Administered or served on selection committees for the following educational scholarships, grant-in-aid, or loan programs:
 - The Elmberg Student Loan Fund
 - Illinois State Sheriff's Association Scholarship Awards
 - Alf M. Deisz Memorial Scholarship Award
- Coordinated the DeKalb County Spelling Bee at Kishwaukee College (sponsored by Shaw Media)
- Collaborated with the DeKalb County Community Foundation on the Excellence in Education awards and the Community Resources for Youth (CRY) Breakfast
- Provided teacher placement services to assist teachers and schools
- Spoke to NIU students in the teacher preparation program
- Attended the NIU Career Fair in order to 1) assist in obtaining educator credentials and 2) recruit substitute teachers and paraprofessionals
- Volunteered at the Raising Student Achievement Conference, December 2013
- Marched in the Cortland Parade and the Sycamore Pumpkin Parade in October 2013 with a pro-school message
- Attended the Reconnecting the Pathways Conference (Juvenile Justice)

Services to Educators Regarding Licensure

The Regional Office of Education assists teachers seeking an Illinois Professional Educator License including applications, registrations, endorsements, and renewals. **During the 2013-2014 school year the ROE processed 149 new and 7 duplicate certificates, and 44 endorsements.** The Regional Superintendent is also responsible for approving professional development for teacher licensure renewals. Data is unavailable this year for the number of teachers whose renewals were processed due to the change in ISBE's informational system (ELIS).

One of the most significant tasks for the 2013-2014 year was to be the resource for local educators as certification transitioned into a licensure system effective July 1, 2013 and a new information system was implemented. The Regional Superintendent presented to all of the DeKalb County school districts on the new licensure system and rules for administrators, teachers, substitutes, and paraprofessionals.

The ROE maintains a database of all substitute teachers in DeKalb County. We also maintain the records for substitutes such as their blood-borne pathogens training, mandated reporter acknowledgement, criminal history records information, and proper licensure. All substitute teachers can guest teach in all of the school districts and private schools in DeKalb County. 425 teachers took advantage of this service during the 2013-2014 school year.

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, substitute, 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 1,417 people last year.

Northwestern Illinois Association

The Northwestern Illinois Association (NIA) is an association of public school districts in the ten northwestern counties of Illinois, which provides services to children with low incidence disabilities such as severe sight or hearing problems or orthopedic impairments. 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. Most of the funding comes from assessing the member districts, but some funding comes from Medicaid reimbursement, Administrative outreach and fee-for-service. NIA also has a STEP grant with the Department of Rehab and they get personnel reimbursement through the mandated categoricals. Location: Sycamore CUSD 427 Administration Building, 245 W. Exchange St., Sycamore.

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 2013-2014, ReStart enrollment was 139 students.

Executive Director: Tom Crouch

Principal: Tim Furnas

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 filed in 2013-2014. Members of the Board are elected for six-year staggered terms by county-wide elections or are appointed to unexpired terms indicated as follows:

MEMBER	TOWNSHIP	TERM EXPIRATION
Marshall Hayes	DeKalb	2017
Jamie Willrett	Malta	2015
Larry Forsberg, President	South Grove	2017
Charles Rose	Sycamore	2019
Thomas Burski	Afton	2019
John Horn	Cortland	2015
TBA		

In-Service Training of Teachers

Registration fees of teachers' licenses are available for teachers' institutes, workshops, and related activities. During 2013-2014, the Regional Office made 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 \$18314 was provided to local school districts to finance their institutes approved by the Regional Superintendent. The Regional Office of Education also coordinated and facilitated (9) Superintendents' workshops and (2) Principals' workshops. Additionally, the ROE ran a New Teacher Induction program for DeKalb CUSD 428 consisting of training new mentors, (4) new teacher professional development sessions and (4) mentor forums.

Kishwaukee Intermediate Delivery System

The Kishwaukee Intermediate Delivery System (KIDS) is the professional development consortium 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.

DeKalb County participants in KIDS Sessions

Quarter	# of Attendees
July 1, 2013 - September 30, 2013	60
October 1, 2013 - December 31, 2013	43
January 1, 2014 - March 31, 2014	27
April 1, 2014 - June 30, 2014	64
TOTAL for FY2014.....	194
This compares very closely to the total participants for FY2013 of 197.	

Testing Center

Thanks to DeKalb County making available a computer lab, a new PearsonVUE authorized testing center opened in the Community Outreach Building through the Regional Office of Education. The center is open on Tuesdays 9am—4pm. Registrations are done online through the testing company or PearsonVUE. From opening day on February 25 through June 24 (FY14), 102 candidates tested. 18 actual testing days took place, averaging 5-6 candidates per day. The ROE also began offering the ETS Paraprofessional Assessment in February. These appointments are made by calling the office; 4 spots per testing day are reserved for paraprofessional candidates. The following represents the number of tests administered.

Paraprofessional.....	14
Test of Academic Proficiency (TAP).....	25
Content Area Tests.....	50
GED (High School Equivalency).....	3
Other.....	24

Truancy Supervision

This was the twenty-seventh 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 the States Attorney's Office and DeKalb County Court Services.

During the 2013-2014 school year, DCTIP provided services to 415 students who were referred as 209 truants, 129 chronic truants and 77 potential dropouts. The services included:

Home visits	32
Academic counseling	163
Tutoring.....	23
Court-related services	42
Referral to social services	162
Support services for parents.....	17
Monitoring	345
Participation in Credit Recovery.....	103
Mentoring.....	62
Other.....	17

GED Testing and GED Issuance

The General Educational Development (GED) is a battery of high school equivalency tests. Individuals may register at www.ged.com and choose DeKalb County ROE as the testing site. Upon completing GED requirements, the individual may request a copy of their transcript and/or certificate for \$3 and/or \$10. During 2013-14 210 GED certificates and/or transcripts were issued. From July 1, 2013 to November 8, 2013 104 applicants were registered. Paper applications then ceased to make way for the new online registration process and computer-based test.

Applicants for and Certificates of Equivalence issued:

YEAR	APPLICATIONS	CERTIFICATES ISSUED
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
13-14	104	210

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 2013-2014 school year, 359 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. Six initial courses were held at the Regional Office of Education, and were taught by Kathy Jurs-Nelson, Charlene Bridges, John Leech and Tom Boyce. 54 drivers were trained at these sessions. The same four instructors taught eight refresher courses provided mostly on location at specific school districts. A total of 440 drivers attended these trainings. Additionally, the Assistant Superintendent facilitated 4 Transportation Directors' meetings and 1 Instructors' Meeting.

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 three school districts: Hiawatha CUSD 426, DeKalb CUSD 428, and Hinckley-Big Rock CUSD 429 during the 2013-14 school year. The following districts are scheduled for visitation for the 2014-2015 school year: Genoa-Kingston CUSD 424, Indian Creek CUSD 425, and Somonauk CUSD 432.

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 and demolition permits
- Maintains records of districts' 10-Year Surveys and Amendments
- Processes school maintenance grants and use of health-life safety funds
- Beyond requirements, the ROE also established a county-wide committee of district facility managers and law enforcement to discuss and collaborate on issues of safety and security.

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)
- School improvement
- PearsonVUE testing center
- 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 2008-2009 through 2013-2014. Public school figures are taken from the Fall Housing Report (September). Private school figures are provided at the request of the ROE.

DEKALB COUNTY ENROLLMENTS

DISTRICT	08-09	09-10	10-11	11-12	12-13	13-14
Genoa-Kingston #424	2059	2058	2016	1909	1867	1834
Indian Creek # 425	877	873	803	687	766	763
Hiawatha #426	616	632	585	608	604	611
Sycamore #427	3727	3711	3787	3805	3767	3738
DeKalb # 428	5907	5875	6000	5667	6244	6264
Hinckley-Big Rock #429	766	757	733	711	710	695
Sandwich #430	2492	2492	2391	2346	2275	2264
Somonauk #432	1031	1031	876	864	864	821
Regional Safe School	26	45	40	53	52	44
Public School Totals	17,501	17,474	17,231	16,650	17,149	17,034
St. Mary - DeKalb	250	221	231	241	250	192
St. Mary's - Sycamore	235	235	198	228	240	244
Somonauk Christian	69	67	102	117	124	98
Cornerstone Christian	400	400	350	339	345	164
Montessori Sycamore	20	63	98	22	24	22
Camelot School	130	129	132	140	138	88
Private School Totals	1104	1115	1111	1087	1121	608
Total Enrollment	18,605	18,589	18,342	17,737	18,270	17,642

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 2013 TO JUNE 2014

PROGRAM	RECIPIENT	TOTAL DISBURSED
General State Aid	KEC (Regional Safe School)	\$ 163,378.00
ROE/ISC Operations	Kishwaukee Intermediate Delivery System	29,784.00
Bus Driver Training	ROE	960.00
Truancy (TAOEP)	ROE	83,754.00
Regional Safe School	KEC	71,077.00
Early Childhood Block Grant	Community Coordinated Child Care (4-C)	147,516.00
Career and Tech Ed (CTEI)	KEC	334,138.00
Title II-Teacher Quality Leadership	ROE	4,526.00
V.E. Perkins Title IIC	KEC	130,345.00
McKinney-Vento Grant	ROE	14,786.00

DEKALB COUNTY INSTITUTE FUND REPORT 2013-2014 SCHOOL YEAR

Beginning Fund Balance July 1, 2013		\$ 46,982.00
Receipts: Certificate Applications and Registrations	\$ 40,576.00	
Expenditures: School District In-Service, ROE In-service, Certificate Applications, Professional Development Fees, Mini-Grants, Spelling Bee	\$31,897.00	
Ending Fund Balance June 30, 2013		\$ 55,661.00

	IN	OUT
GED	5,274.00	1,018.00
Bus	2,608.00	3,323.00
Fingerprint	30,940.00	18,559.00

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, 2013 to June 30, 2014.



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

ROE CONTACT INFORMATION:

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THE REGIONAL REPORTER

The newsletter of the

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