

**FY10 Illinois Reading First  
ROE/ISC  
Continuation Application  
Guidance Packet**

**March, 2010**

## **Priorities for Serving School Districts**

### Who Can Be Served?

Teachers and administrators in grades Kindergarten through third grade and special education teachers in grades Kindergarten through twelfth grade may be served.

Services will be delivered in the following order of priority:

#### **PRIORITY ONE:**

- Districts that are eligible for Reading First funding and receiving Reading First funding

#### **PRIORITY TWO:**

- Districts that are eligible for Reading First funding but not receiving Reading First funding

#### **PRIORITY THREE:**

- All other public and non-public districts in the state of Illinois

#### **Eligible ROE Professional Development Services:**

- Reading First Academies (\*most recent listing of approved trainers attached – updated 2007)
- Assessments (K-3 Reading), such as DIBELS
- K-3 Literacy Instruction
- K-3 Literacy Interventions
- K-3 Literacy Coaching
- K-3 Use of Data-based Decision Making in Early Literacy
- Reasonable Consultant Fees

## **Guidance for Professional Development Planning, Activities and Providers**

Professional Development planning should consider how intensive and focused professional development will be carried out and include the following:

- The essential components of reading instruction and SBRR;
- Information about how the PD integrates the reading program, supplemental and intervention materials, and instructional strategies;
- Time for teachers to study, practice, implement, and evaluate their developing expertise in learning new skills;
- How time in and out of the classroom for training will be scheduled;
- How all teachers and other related professionals will be able to successfully deliver literacy assessment instruments and analyze the results to determine which children are at risk of reading difficulty; and
- Targeted PD for teachers who need additional assistance with skills and strategies related to improving reading instruction.

Professional Development Activities must:

- Be offered to all teachers who work with K-3 students on reading and to all K-12 special education teachers;
- Be grounded in SBRR and must make all personnel involved in the Reading First program knowledgeable of and competent in applying the principals of SBRR;
- Teach all the essential components of reading instruction and how they are related to the stages of reading development;
- Teach how to administer and interpret screening, diagnostic, and classroom-based assessments;
- Teach how to select materials to supplement the school's reading program(s);
- Lead to an understanding of why some children fail to read well and how to identify and help those children; and
- Teach how to administer and interpret assessments of student progress.

Professional Development Providers must be highly knowledgeable and experienced and must demonstrate this expertise in the following:

- Information, instructional materials, programs, strategies, and approaches based on SBRR, including early intervention, classroom reading materials, and remedial programs and approaches; and
- Instruction in the use of screening, diagnostic, and classroom-based instructional reading assessments and other procedures that effectively identify students who may be at risk for reading failure or who are having difficulty reading.

## **Program Reporting Requirements**

Professional development plan reports must be submitted during the grant period according to the following schedule:

Report 1      due June 30, 2010

Report 2      due September 15, 2010

Report contents include the following:

- Professional development agendas,
- Number of activity participants at each grade level for Reading First and non-Reading First schools,
- ISBE-developed sign-in sheets, and
- Summary reports detailing all events.

## Allowable Expenses

For ROEs/ISCs receiving funding to serve Non-Reading First districts –

When completing the budget proposal, keep in mind that the **allowable** cost requests may include the following:

- Improvement of Instruction (Function 2210) Purchased Services (Object 300) funds to subcontract with qualified consultants to deliver Reading First Academies, instructional strategies training, reading assessment training, and literacy coaching training to eligible K-3 teachers and K-12 special education teachers, as well as their administrators;
- Reasonable consultant fees to deliver professional development;
- A list of qualified, approved consultants to present Reading First Reading Academies (*last updated 2007*) will be available on ISBE's website along with contact information;
- Supplies and materials to provide Reading First Academies, instructional strategies training, reading assessment training, and literacy coaching training to eligible K-3 teachers and K-12 special education teachers, as well as their administrators;
- Capital outlay items should not be requested without prior approval from ISBE;
- General administration costs requested in an amount of up to 5% of the total budget; and
- Funds to pay teacher stipends or substitute teacher costs for eligible K-3 teachers and K-12 special education teachers, as well as their administrators to participate in Reading First Academies, instructional strategies training, reading assessment training, and literacy coaching training.

## Reading First Academy Approved Trainers

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## BUDGET TIPS AND TRAPS

### ILLINOIS READING FIRST BUDGET INFORMATION FY10

<b>SAMPLE <u>Good</u> Budget Narrative Detail</b>	<b>SAMPLE <u>Bad</u> Budget Narrative Detail</b>
Coach Salary, Mary Smith, 1.0 FTE, \$35,000	Salary \$35,000
Benefits \$15,715 - TRS 9.4% \$1,477 - THIS .84% \$132 - Medicare 1.45 % \$228 - Health Insurance \$5000 \$5,000 - Dental \$2000 \$2,000 - Federal TRS 23.38% \$3,674	Salary and Benefits: \$35,000/ \$15,715
Instructional supplies for reading workstations for 15 classrooms (Overhead projector, white boards, markers, erasers, magnetic letters, transparencies, etc.) x \$1500=\$22,500	Classroom supplies \$22,500
Classroom literacy environmental items for K-1 classrooms, 10 kidney shaped tables @ \$425=\$4250	Tables \$4250
DIBELS Assessment Subscription for 525 students @ \$2.00= \$1050	DIBELS \$1050
K-3 supplemental intervention materials for phonemic awareness improvements. K=\$5000, 1=\$5000, 2=\$5000, 3=\$5000 Total \$20,000	Supplemental materials= \$20,000
	1000 or 2210 Functions Bookkeeping, clerical and any other salary for personnel who do not directly instruct students (1000) or improve teacher instruction (2210) has to be (2300). Clerical, administrative assistants, bookkeepers, program managers are part of the 2300 function and are capped at 5%.
	Placing salaries and benefits on one line. They need to be separated and detailed on their own lines.(See Above)
	Not checking 5% cap for General Administration or not checking math calculations in all columns

<b>SAMPLE <u>Good</u> Budget Narrative Detail</b>	<b>SAMPLE <u>Bad</u> Budget Narrative Detail</b>
NO Food for Meetings or Professional Development	
General Administration is capped at 5% subs for 20 teachers for assessment tasks 20 subs x \$90 days x 15 days = \$27,000	Sub @ \$27,000
2210-300 Anita Archer (Give Name) for 2 day PD @ 2 Schools 2 days @ \$3,000 day = \$6,000 Travel, Hotel, per diem = \$3,000 Total = \$9,000	Consultant for Mar 11 @ \$9,000
2210-400 Professional Books for 20 Teachers @ \$42 each = \$840  Classroom Chart Tablets, 20 @ \$25 each = \$500	Professional Books @ \$840  Paper @ \$500
3000-400 Family Reading Nights & Take Home Books, 170 Students x \$6 x 2 books year \$340 x 6= \$2040	Books @ \$2040
2210-500 Digital Cameral @ \$550 for 10 class = \$5,500  Equipment over \$500 each CAPITAL OUTLAY	Cameras \$5,500

## Expenditure Reporting

Grantees are required to submit expenditure reports according to the following schedule:

Report 1      due June 30, 2010

Report 2      due September 30, 2010

Reports must be filed in a format prescribed by the Illinois State Board of Education.

All successful applicants will be subject to the provisions of Section 511 of P.L. 101-166 (the "Stevens Amendment") due to the use of federal funds for this program. All announcements and other materials publicizing this program must include statements as to the amount and proportion of federal funding involved.

Note: All Reading First activities must conclude by August 31, 2010. These funds have been made available to Illinois as a one-time No-Cost Extension by the United States Department of Education.