

WHITESIDE REGIONAL OFFICE OF EDUCATION



Educational Highlights



GARY J. STEINERT, Superintendent
LORNA M. ENGWALL, Assistant
BETTY CLEMENTZ, Adm. Assistant
BETH HUBBARD, Truants' Program
PAUL CANNON, Scientific Literacy

1001 West 23rd Street
Sterling, Illinois 61081
815/625-1495
Fax 815/625-1625

MARCIA S. HAAG, Office Manager
SHERRY R. DYKEMA, Secretary
ROBERT MARINANGELI, Adm. Academy
PATRICIA RHODES, Parenting Program
MARY GOSPODARCZYK, Even Start Program

September 1998

Newsletter No. 1 Volume 54

Calendar Of Events

September

- 1 Vision and Hearing - Christ Lutheran School
- 2 Vision and Hearing - Fulton Middle School
- 3, 4 Vision and Hearing - Prophetstown Elementary
- 7 Labor Day; legal school holiday - ROE closed
- 8, 9 Vision and Hearing - Unity Christian School
- 10 Vision and Hearing - Morrison Southside
- 14, 15 Vision and Hearing - Thome Grade School
- 15 New Teacher Workshop 7:45-4:00 Sacred Heart Church
- 21 Vision and Hearing - Morrison Junior High
- 23 Level I - Gifted Ed. Whiteside ROE
- 26 American Indian Day
- 28 Vision and Hearing - Albany Grade School

October

- 7, 14 Level I - Gifted Education Whiteside ROE

NEWSLETTER

This issue of the Whiteside County newsletter is being sent to all active teachers for the 1998-99 school year. If you wish to continue to receive our newsletter, please detach as noted on the back page and return to our office by September 11.

Masters Degree In Curriculum and Instruction

Good news. Northern Illinois University has agreed to offer a master's degree program in curriculum and instruction in Whiteside County starting the spring semester of '99. The program would consist of 11 courses and a comprehensive exam. The first course CISC 535 - Supervisory Behavior - will be offered via distance learning at Sauk while the remainder of the courses will be scheduled at a site in Sterling or Rock Falls yet to be determined. There will be an organizational meeting with representatives from Northern scheduled in October. During that meeting, details of the program will be presented and time for one-on-one counseling sessions provided. Details to follow on location, time, and place.

The Master of Science in Education in Curriculum and Instruction is intended to provide competence in educational theory and practice, cooperative planning for improvement of instruction, coordination of educational media utilization and evaluation of curriculum improvement. This degree is ideally suited for persons whose goal is improvement of instruction and classroom management, regardless of the level of teaching.

If you are interested in the program, please call this office.

What's Inside

Serv., Cert. Reg., Lib. Book Sel.	2	Outstanding HS Physics Teacher.....	5
Guardians Grant, Surrogate Tng.....	2	Starlab, Science Corner	5
Workshop, StarNet, Software Trngs.	3	Free Ed. Res., Driver Ed. Rules	6
Int. & Ext. Review, Lego Workshop.....	3	Gifted, Big Brothers Big Sisters	6
Website, Career Awareness,	4	Make A Diff. Day, Group Buying	7
Meeting the Challenge IX	4	American Heart Assoc. Materials.....	7
Survival Spanish Class, U of I Tech.....	4	ROE Lending Lib., Unfilled Positions....	8

Educational Highlights -September 1998

SERVICES

- **Laminating** - If you would like to laminate your school materials, etc. stop by and use the laminating machine. Cost is \$.50 per foot. If you would like our office to do the laminating for you, the cost is \$1.00 per foot.
- **Ellison Letter Machine** - You may use the Ellison letter machine either at the office for \$2 per use or off-site for \$10 per day with you picking up the machine and returning it.
- **Consultations** - If you have questions pertaining to: (1) school improvement, assessment, quality assurance, REI, gifted, please contact Betty Clementz; (2) scientific literacy, please contact Paul Cannon; (3) Adm. Academy, please contact Bob Marinangeli; and (4) technology, retired professional service core, contact Gary Steinert. Although Bob and Paul are not in the office on a full-time basis, we will be sure to get your questions answered. Please do not hesitate to call if you have questions.
- **GED Testing** - The Regional Office of Education is a testing site. If you know someone who wants to take his/her GED tests and is qualified, that individual can take the test in our office. For more information, contact this office at 815/625-1495.
- **Even Start Family Education Program** - Even Start is an individualized, home-based family education program that brings parents and children together in learning. If you know of a family that has a parent who wants to work towards a GED or improve English as a Second Language skills, has a child between birth and seven years of age, and lives in Whiteside County, please give the office a call and ask to talk to Mary Gospodarczyk.

Certificate Registration

All teachers in public schools must have their certificate(s) registered annually in the office of "the Regional Superintendent of Schools having supervision and control over the school where the teaching is done..." School districts may not legally pay those teachers who have not registered their certificates.

Library Book Selection Service Workshops

The Library Book Selection Service, Inc. has scheduled a book selection workshop for the Whiteside County area on Thursday, September 17, at the Mississippi Bend AEA, 729 21st Street, Bettendorf, IA. Books on the newest lists will be exhibited and discussed. Those people interested in attending should make reservations two weeks prior to the workshop with the Library Book Selection Service, Inc., Box 277, Bloomington, IL 61704, telephone 309/663-1411. Registration and luncheon fees for all school (public and private) librarians and teachers will be paid by the Regional Superintendent's office

Natural Area Guardians Grant

The Natural Area Guardians are a subcommittee of the Whiteside County Soil and Water Conservation District who manage and promote education of our prairie areas within the county. The committee is offering grants to teachers in grades 4 through high school to implement projects that involve children in developing an awareness of conservation and ecological issues in

their environment. Grants will be awarded up to \$300. Proposed projects may include but not be limited to areas of conservation, habitat study and preservation, or ecology. Teachers may contact Char Knudten, secretary, 10080 Buell Rd., Rock Falls, IL 61071, or call 815/626-5757 for a grant application.

Educational Surrogate Parent Training

This office has received word of Educational Surrogate Parent Training Workshops for people who wish to become surrogate parents for children with disabilities whose parents are unavailable to act on their educational behalf and/or children with disabilities who are under the guardianship of the Department of Children and Family Services or the Department of Corrections.

In order to be a surrogate parent you must (1) be a citizen over the age of 18; (2) not be employed by the Illinois State Board of Education, the Department of Children and Family Services, the Department of Corrections or any agency, public or private, which provides care or education to the eligible student; (3) have successfully completed a prescribed training course of approximately three hours in length; and (4) be available to participate in special education conferences at school and other necessary activities.

An educational surrogate parent has the responsibility to ensure that the school provides the student with a free, appropriate public education. To accomplish this responsibility, the educational surrogate parent should attend and participate in school meetings; work with school staff to develop an Individualized Education Program (IEP) for the student; negotiate for appropriate services on behalf of the student; sign consent for assessment and placement forms; and request complaint, mediation, or due process procedures, if necessary.

A training session will be conducted on Wednesday, October 7, 6 - 9 p.m., Sterling High School, 1608 Fourth Avenue, Sterling. For a more detailed listing of workshops located around the state, please call the Regional Office at 815/625-1495.

Educational Highlights -September 1998

NEW TEACHER WORKSHOP

All teachers who are new to Whiteside County are invited to a workshop on Tuesday, September 15 in the Parish Hall of Sacred Heart Church, 2224 Avenue J in Sterling (across the street from our office). Frank Copi, retired teacher and superintendent from Springfield, will present the topic of Instructional Models; Dr. Don Kachur, Professor of Education at Illinois State University, will address the area of parent conferences. Techniques in behavior management will be addressed by Jeff Brown, principal of Rock Falls Middle School. In addition, the services of the Regional Office will be explained. This workshop has been planned to provide information to ease the transition between being student and teacher.

StarNet: Professional Development and Curriculum Programs

Programs on StarNet will again be available to all schools. These programs are curriculum enrichment for elementary and middle/high school and professional development. Many of the programs this year are focusing on topics of technology and engaged learning with handouts. A copy of the programs to be broadcast during the following quarter will be sent to each building principal for posting on a faculty bulletin board. This year the procedure has changed: each program will be videotaped for checkout through the lending library for a two week period of time. Requests for programs to be taped must be submitted at least a week prior to the broadcast date, and loan for the tape will be honored in the order of the request received. Each month in this newsletter there will be a listing of the programs that were taped in the preceding month. In addition, all programs that were taped last year are also available through our lending library. If you have any questions, please contact Betty Clementz at the Regional Office.

Software Trainings Continue.....

During June, 20 more Whiteside County school employees completed the training of 16 hours in beginning Microsoft Word and Excel. In August training in PowerPoint was completed in eight hours of instruction. Intermediate Word and Excel have been scheduled for September and October. Future trainings will be offered in Beginning Word and Excel, PowerPoint, Engaged Learning/Internet for Classroom, and Windows 95/98.

Trainings are from 4:30 - 6:00 p.m. at the Regional Office of Education on Tuesday/Thursday and Monday/Wednesday schedules. If you have already sent in your response to be placed on the list for any of the above, be waiting for the announcement of the next classes. Any school employee who wishes to be placed on the list for any of these trainings should contact Betty Clementz at the ROE.

School Improvement: Internal & External Review

Internal review is to be implemented within each school building during the 1998 - 1999 school year. Last spring the Regional Office of Education hosted a workshop to help districts begin the planning process. Participating districts were reimbursed for the time spent by team members through a grant received by the Regional Office. Whiteside County is joining with LaSalle, Marshall/Putnam/

Woodford and Lee/Ogle counties in offering two days of training in the external review process which mirrors the internal review process. This ISBE workshop will be held on September 16 - 17 from 8:30 a.m. - 3:30 p.m. at the Mendota Civic Center. All building principals received a flier in June giving the full details for registration. If you have any questions, please contact Betty Clementz at the Regional Office.

Lego Workshops: Overwhelming Success

A grant received for Title II monies made *Lego* workshop training available to teachers from Whiteside County. Twenty-two teachers of grades K - 3 and 12 teachers of grades 4 - 9 learned how to adapt the legos into simple machines using the principles of pulleys, levers, gears, wheels and axles, work, friction, and inclined planes. The training focused on an integration of science, mathematics, and technology as an application of the Illinois Learning Standards to the

hands-on activities. Reactions to the class were overwhelmingly positive as teachers planned to incorporate these activities into their science/math curriculum. The Regional Office of Education has purchased, for loan through our lending library, two additional kits of Primary Simple Machines for grades K - 3, and Technic I: Simple Machines. Check these materials out of the library for two weeks for use in your classroom.

Educational Highlights -September 1998

This Month's Featured Whiteside County Website: Tampico Middle School

Deb Cooper and Kathy Bracke, math and science teachers from Tampico Middle School, developed a web page with two goals in mind. One goal was to provide information and connections between the many facets of a middle school and its students, parents, and staff; the second goal was to provide a base for curriculum/technology integration in each of the subject areas. Teachers and students will continue to add links and update the class pages throughout the year. The Tampico Middle School web page may be accessed through the Whiteside County Regional Office web page (wside.k12.il.us) or at <http://wside.k12.il.us/tms>

Both Deb and Kathy agree: "We learned SO much from this class that we will continue to use and can share with our co-workers. It was great! Thank you, Gary Steinert of the Regional Office and Dr. Betsy Delacruz of the University of Illinois Extramural Programs."

Career Awareness Targeted Middle School Teachers

Nineteen middle school teachers from Sterling, Rock Falls, Tampico, Fulton, and Morrison participated in tours/visits of three businesses in the area of their school district to discover firsthand the skills and traits of an employable person in Whiteside County. These tours/visits were arranged by the Regional Office of Education with a local retail business, service provider, and industry. The second day was a visit to National Manufacturing and a presentation by the Don Burton Placement Agency. Summaries of each tour/visit have been assembled into a booklet to be distributed to the library of each Whiteside County middle school. These booklets will provide a contact person for future classroom career awareness activities as schools and businesses continue to form partnerships for the education of our youth.

Meeting The Challenge IX

Plans are progressing for the ninth annual fine arts conference hosted by the partnership of the Whiteside Regional Office of Education and Sauk Valley Community College to be held on Friday, January 8, 1999 at Sauk Valley. Three workshop sessions will be offered to registrants for hands-on activities and curriculum for visual arts, music, drama, and dance, in addition to sessions of general interest. This year the conference will provide many sessions for the regular classroom teacher, as well as the fine arts teacher, to enhance the curriculum in these areas. Be watching for the flier to arrive at your building in October.

Survival Spanish 3-Hour Class for Educators

Whiteside Regional Office of Education and Sauk Valley Community College have arranged for a three-hour class to be offered during the fall semester on Mondays and Thursdays, beginning Thursday, September 10 and ending Thursday, December 17. Jenny Garcia-Macko, bilingual teacher from Washington School in Sterling, will be the instructor. All classes will meet at Sterling High School in room 286 adjacent to the language laboratory from 4:00 - 6:00 p.m.. Fliers with the registration form have been sent to principals for posting in each school building. All registrations will be accepted at Sauk with payment of fees. A minimum number of registrants will be required. If you are interested in learning the basics of communicating with the bilingual students and parents in your district, this is a great opportunity for you to learn with the emphasis on what educators need to know. Plans are now also being made to offer a trip to Mexico to follow completion of this class. If you have any questions, contact Betty Clementz at the Regional Office.

U of I Technology Class was a Success

Two University of Illinois graduate classes in technology were taught by Dr. Elizabeth Delacruz this summer at the Regional Office of Education to 15 teachers from schools in the districts of Sterling, Morrison, Prophetstown-Lyndon-Tampico, Erie, Rock Falls, Montmorency, BiCounty, and Milledgeville. Each teacher was asked to create a web page for use by students and/or parents. Some chose to do a web site for the school itself; others created a web site for their own classroom activities. Teachers learned many of the basics in HTML coding, file transfer programs, computer imaging, graphic maps, and animated imagery. Each web page is available for access to anyone. Each month in this newsletter a school represented by a teacher at this class will be featured with a brief description of what will be found at those sites. Check these out monthly; better yet, plan now to attend this graduate level class next summer so you too can create a classroom in cyberspace.

Educational Highlights -September 1998

Starlab Checkout

This is a reminder to all teachers in Whiteside County that the ROE has a Starlab available for checkout on a one-week basis during the school year. This is an excellent tool for teaching astronomy and is a valuable aid in helping to achieve the portion of the new academic standards, just adopted by the State of Illinois, that pertain to environment and earth science.

In order to check out the Starlab, you must have gone through the training in the use of the lab. If you have had this training and you desire to utilize this teaching tool, please fill out the form or contact Sherry Dykema at the ROE office by calling 815/625-1495.

Search for Illinois' Outstanding High School Physics Teacher

The Illinois Section of the American Association of Physics Teachers is searching for the 1998-99 Illinois Outstanding High School Physics Teacher of the year. If you know of a physics teacher deserving of this honor, please send a brief letter of nomination including the teacher's name, school, address, and a phone number where he or she can be reached. Also, describe briefly what makes this person an outstanding physics teacher. Send letters of nomination postmarked by December 15 to Tim Wagner, ISAAPT Awards Chairman, 110 West Prairie Street, PO Box 455, Toulon, IL 61483.

All nominated teachers will be contacted to determine if they are interested in completing the award submission process.

Science Corner - Paul Cannon

Welcome back! It does not seem possible that summer is over and a new school year has started. Once again I want to use this forum as a means of informing both staff and administration of some of the current happenings in science and technology. I also will keep you informed of in-service opportunities and pass on to you some interesting Internet sites that maybe can enhance your classroom instruction.

ISBE has announced training opportunities for two programs that will benefit teachers in dealing with environmental and ecology issues. Both programs are offered as experience-based, on-site training organized through the Regional Offices of Education throughout the state. The first of these opportunities...Meister-Mentor Program...is designed to enhance teaching skills and methods from direct field experience with environmental scientists, technologists and technicians. Teachers (grades 5 through high school) will have the opportunity to participate in one of nine identified watershed regions working with scientists, the Meisters, as they collect, organize, analyze, and communicate data from field research and management projects in a selected watershed of Illinois. The teachers, as Mentors, will be able to integrate observed process skills and the expanded view of science career opportunities into classroom applications. Teachers will receive classroom materials for direct student applications.

Funds have been set aside to cover substitute reimbursement and travel expenses to a maximum of \$500 per participant. **Applications need to be submitted by September 11, 1998.** Whiteside County is included in the Region 1 Watershed Area and applications will need to be submitted to Dr. Susan Hillison at the Lee/Ogle ROE. The phone number is 815/652-2054 and the FAX is 815/652-2053. If you are interested in this program, contact Dr. Hillison or call Paul Cannon at the Whiteside ROE at 815/625-1495.

The second opportunity announced by ISBE is PLAN-IT EARTH which is a program designed to involve high schools in a hands-on, minds-on tested environmental sciences program designed to specifically encompass Goals 11, 12, 13, 16, and 17 of the Illinois Learning Standards. It is specifically tailored to meet the needs of high school teachers who wish to incorporate environmental science and field activities in their classrooms. Regional training will be offered on Forest, Flowing Waters, Wetland, Prairie, Urban, and Soil Ecosystems. **Application deadline for this program is September 18, 1998.**

If you are interested in further details and/or application information regarding either of these programs, please contact Paul Cannon at the Regional Office of Education 815/625-1495. Also watch for more details in early September in each of the buildings throughout the county.

A really interesting and helpful WebSite

<http://www.tappendin.sri.com/pals/index.html>

PALS is an on-line, standards-based, continually updated interactive resource bank of science performance assessments indexed via the [SCASS](#) Classification plan and the National Science Education Standards ([NSES](#)). If you are looking for alternative assessments, there are some really good activities and scoring rubrics on this page.

HAVE A GREAT YEAR!!!

Educational Highlights -September 1998

FREE Educational Resources Available NOW WE'RE TALKING

Students in grades K-3 can learn how to have phone conversations with people who are deaf through a free classroom resource now available from the Illinois Telecommunications Access Corporation (ITAC).

"Kids Talk" is a free resource for Illinois teachers that describes two ITAC programs--a TTY Distribution Program and the Illinois Relay Service. "Kids Talk" shows how students can use the phone services to talk with neighbors and classmates who are deaf through an activity book, instructions for hand-on and small group exercises and fun, colorful school items.

With each "Kids Talk" package, classroom students receive a coloring and activity book, pencils, a pencil bag and sharpener, crayons, a pocket sign language card and temporary tattoos. Teachers receive the kids package along with lesson plan ideas and a full-color classroom poster. To request your free kit or for more information about ITAC call 800/841-6167 v/tty.

Amended Driver Education Rules Available

Copies of the amended rules governing driver education which pertain to the graduated driver's license are now available. The rules now allow a driver education program to issue an instructional permit to eligible students sooner than two weeks before the start of the driver's education classes. For a copy contact Don Byram at 217/782-2826.

Gifted Education

Whiteside County gifted coordinators will be meeting the morning of October 24 at the Regional Office in Sterling. Susie Morrison of the Illinois State Board of Education will be addressing the group concerning the requirements of Gifted Education in Illinois and the relationship of Gifted Education to the School Improvement Plan and the Internal/External Review processes. Each coordinator will be sent the full information for attending this important informational meeting.

LEVEL I of Gifted Education Training has been set for the following three dates: Wednesday, September 23; Wednesday, October 7; and Wednesday, October 14. Instructor will be Betty Clementz, coordinator of Gifted Education at the Regional Office. All district gifted coordinators will be receiving registration materials in early September. Level II will be offered during the second semester on three dates to be announced. Together, these two levels of 50 hours of training in Gifted Education are one-half the requirement for a school district to receive reimbursement for a teacher who earns more than \$300 in salary from the Illinois Reimbursement Program.

Big Brothers Big Sisters Of The Sauk Valley

The YWCA Big Brothers Big Sisters program, which serves all of Whiteside and Lee counties, is always looking for

- Big Brothers and Sisters: Volunteers who can volunteer a few hours each month can make a real difference in the life of a child, a real difference in the future. Young people on our waiting list are hoping for a caring friend like you! It's easy and inexpensive; all you have to be is a friend. Most Big and Little pairs share simple activities: go to the park, build a birdhouse, make cookies, do homework, go shopping, go fishing, go to the library. You make a difference just by being there for the child. It's an unbeatable, unforgettable volunteer experience.
- Little Sisters and Brothers: Girls and boys from single-parent or at-risk households can gain self-confidence, self-esteem, and skills through a friendship with an adult who cares. Young people who participate in the program for a year or longer are less likely to use drugs or alcohol, less likely to skip school, and more likely to get along well with others. Do you know someone who can benefit from this program?

To find out more about volunteering, or about becoming a Little Brother or Sister, call the YWCA of the Sauk Valley at 815/625-0333.

Educational Highlights -September 1998

Make A Difference Day: Saturday, October 24

USA WEEKEND sponsors a national day of community service throughout the United States in which, in 1997, 1,315,688 persons participated. Participants included Miss America 1998, retired Gen. Colin Powell, cast and crew of ABC's sitcom *Dharma and Greg* and thousands of heroes next-door, like the East Coloma School volunteers who led 1,000 students and church members in collecting 3,320 pounds of food for two pantries.

Awards, both monetary donations to charities and honorary, are presented to winners. This year each WalMart store will have \$1000 available to award to community organizations. See your local Wal-Mart manager for the details and requirements.

Do you want to become involved at your school? How do you go about it? Visit www.usaweekend.com for resources and ideas to get you started. Or you can call 1-800/416-3824 for general information.

Entry forms will be printed in USA WEEKEND August through November. Plan the project, do the good deed, and submit a description of your accomplishments by the November 15 deadline. The best part of the experience will be giving back to your community in which you live.

1998-99 Group Buy Programming

This fall marks the ninth year the Illinois Cooperative Group Buy will provide quality instructional video programs to Illinois schools. This partnership continues to pool funds to purchase broadcast, cable, and duplication rights for video series. Electronic dissemination of these series is limited to the Group Buy Partners: namely, ISBE, New Trier Technology Cooperative, Rockford School District #205, SIITA/WSIU & WUSI, and East St. Louis School District #189.

The following series may be kept on your tape through 6/30/99:

American Legacy

Camp Willie

DUI: It's A Crime

Finding Our Way

From The Brothers Grimm

Head To Toe

Holiday Specials

Inside Story with

Slim Goodbody

Letter People

Native Americans

*Science, Technology
& Society*

Simply Poetry

Teletales

Up Close & Natural

Well, Well, Well with

Slim Goodbody

New programs from the Technology Outreach Division on VHS tape which may be recorded on users' tape and retained indefinitely for playback are:

Environmental Meisters and Mentors Watershed Project: (1 hour 45 mins.) a showcase of field science activities conducted by students and teachers throughout Illinois.

The IMAGE Writing Rubric: (64 mins.) a training for bilingual/ESL teachers in the IMAGE writing rubric to ensure all participants learn the descriptors in the same way.

Journey of Faith: (49 mins.) a documentary of the history of the Mormon Trail and the migration of over 70,000 Mormons over a period of 22 years.

ShowMeTheMoney: (90mins.) ISBE basic information concerning the new General State Aid formula and the new General State Aid claim and ADA record keeping.

Please order in writing through your district's media coordinator. FAX orders are welcome at (217)782-9324. Tapes may also be ordered through email at: sburgene@sntp.isbe.state.il.us

American Heart Association Materials

Again this fall the American Heart Association, through donations secured in Whiteside County, will be providing educational kits similar to the HeartPower kits that were distributed to schools for the K-2 level in the 1996-97 school year. This year the kits will focus on the students of grades 3-5. For each school building to receive a free kit, a staff member must attend a short training in the use of the materials at the Regional Office of Education. Be watching for the details of in-service dates, and plan now to send a representative from your building to secure these materials.

Educational Highlights - September 1998

Unfilled Teaching Positions

Middle School Social Studies Teacher - East Coloma School District #12. Contact Carl Sartwell, Supt., East Coloma School District #12, 1602 Dixon Road, Rock Falls, IL 61071, 815/625-4400.

ROE Lending Library: Have Materials, Will Loan

The Regional Office of Education has a lending library of materials ready for teacher use in 1998-99. Materials are arranged according to topic, e.g. language arts, science, Title I, REI, social studies, gifted education, etc. Books, videos, manipulatives, CD Roms, magazines, classroom sets of literature books--all are available for

loan for a period of two weeks. If you need to supplement the curricular materials in your school, this is a great opportunity to do so. A list of all materials has been sent to each building for your convenience. Come visit our library to see the variety of materials available.

Detach Here

Gary J. Steinert
Regional Superintendent of Schools
Whiteside County ROE
1001 West 23rd Street
Sterling, IL 61081

Nonprofit Organization
U.S. Postage
Paid
Morrison, IL 61270
Permit No. 93

Office Hours:

8:00 a.m. - 4:30 p.m. Mon. - Thurs.
8:00 a.m. - 4:00 p.m. Friday
After 4:30 p.m. by Appointment

Fold

Stamp

Gary J. Steinert
Regional Superintendent of Schools
1001 West 23rd Street
Sterling, IL 61081

Staple