

SEDOL Standards for Exceptional Service Teams' Updates

Team 1: Advisory

Goal	Progress	Projected Completion Date
Develop a working group of SEDOL team members representing central office, each SEDOL school, the sector programs, itinerants, and Member Districts who will meet regularly and work together with an outside monitoring team.	<ol style="list-style-type: none"> 1. Working groups are developed and regularly meeting in 7 key areas 2. The advisory team will review the ELS monitoring tool as well as have presentations from the various other teams 	January 31, 2024
Adopt the Proposed SEDOL Organizational Chart developed by Exceptional Learning Solutions, rename and/or restructure the existing positions under new supervisors, and hire the new positions as soon as practicable.	<ol style="list-style-type: none"> 1. Updated SEDOL Organizational Chart for FY24 includes the additional staffing positions including communication specialist, crisis and safety specialist, para liaisons, and grant writer 	July 31, 2024

Team 2: Fiscal Responsibility

Goal	Progress	Projected Completion Date
Schedule an initial meeting between the Assistant Superintendent of Finance, Budget, and Grants Management and each building Principal/Sector Supervisor to begin transitioning budgeting and reporting responsibilities from central office to the school sites, determine monthly meeting times during the 2023-2024 school year for training/reporting follow up, and create end-of-quarter meetings to close out each quarter.	<ol style="list-style-type: none"> 1. Investigate budget and reporting responsibilities for school building administrators and sector supervisors. 2. Develop comprehensive programmatic budgets 3. Develop training and implement professional development for program administration for school-based budgeting and reporting 	January 31, 2024
Hire an experienced grant writer for SEDOL to research applicable grants, apply for the	<ol style="list-style-type: none"> 1. Grant writer, America Hill has been hired and has started. 	July 31, 2024 October 26, 2023

grants, and manage the grant reporting process once awarded.		
Create a committee consisting of SEDOL leaders and Member District representatives to evaluate the services provided by SEDOL, the value of the services received, and the cost associated with the services to determine if budgetary and/or service adjustments are needed.	<ol style="list-style-type: none"> 1. Team reviewed history of SEDOL funding 2. Team will review program specific funding information based on updated program staffing recommendations 	July 31, 2025

Team 3: Safety and Security

Goal	Progress	Projected Completion Date
Recruit and hire a crisis and safety specialist who has the primary responsibility for maintaining a safe environment throughout SEDOL.	<ol style="list-style-type: none"> 1. The team was presented and interviewed candidates for the crisis and safety specialist 2. The Board approved the hiring of Mr. James Arie 	January 31, 2024 October 26, 2023
Evaluate each school building within SEDOL, led by the crisis and safety specialist, to determine safety deficiencies and develop a plan to address the safety deficiencies.	<ol style="list-style-type: none"> 1. Crisis and safety specialist has visited SEDOL center-based building and met with each program administrator 2. SES team will meet to brainstorm and prioritize safety needs 	January 31, 2024
Develop a SEDOL-specific Safety Plan to augment the Emergency Operations Plan that is developed by the crisis and safety specialist to reflect the specific needs of SEDOL's student population.	<ol style="list-style-type: none"> 1. Crisis and safety specialist has visited each SEDOL center-based buildings and met with program administration 2. Started collected data and information regard each sites safety plan 	July 31, 2024

Team 4: Recruitment, Retention, and Onboarding

Goal	Progress	Projected Completion Date
Provide Human Resources department staff with the knowledge and tools they need to accurately describe the role of the paraprofessional during the interview	<ol style="list-style-type: none"> 1. Developed required six-day onboarding training and observation process for all new staff, including paraprofessionals, hired after the start of the 2023-2024 school year to provide a more complete understanding of job responsibilities, sites, and SEDOL students 	January 31, 2024 October 26, 2023

<p>process, as well as provide onsite school visits and robust training so that paraprofessionals fully understand their job responsibilities.</p>	<ol style="list-style-type: none"> 2. HR department staff are going through the recently developed onboarding process to ensure continuity of knowledge and understanding of schools 3. Hiring of paraprofessionals is shifting back to building leadership and sector supervisors 4. Survey has been created and distributed approximately 2.5 weeks into employment of new staff to provide feedback on the onboarding process 5. Principals, assistant principals, sector supervisors all received a survey to provide feedback/ideas from staff on the onboarding process 	
<p>Develop new processes and procedures for staff within the SEDOL Human Resources department to ensure interaction with current SEDOL staff is positive, to make certain the department is more accessible and user friendly, and to implement new personnel recruitment and hiring practices.</p>	<ol style="list-style-type: none"> 1. Creating an organizational procedure document 2. Getting all HR documents in one place to create master HR manual to include all department items 3. New HR staff members are being fully trained and cross trained within the department to ensure seamless customer service 	<p>January 31, 2024</p>
<p>Rewrite job postings that are clear, accurate, and detailed to fully describe the position being filled; expand outreach by attending additional job fairs and developing relationships with strategic colleges and universities in the Midwest; and develop a robust mentoring program where every new direct student contact staff member receives a mentor for support for the first two years of employment.</p>	<ol style="list-style-type: none"> 1. Program descriptions have been rewritten and updated on the website 2. Expanding opportunities to obtain alternate certification through university programs 3. Expanding opportunities for current paraprofessionals to obtain teaching license while continuing to work as a SEDOL paraprofessional 4. The HR department will post for known vacancies by early December 5. Hosting paraprofessional job fairs onsite at SEDOL and attending professional association job fairs and regional job fairs for teachers, related services personnel, and other staff 6. A mentor collaboration meeting was held with union representation and examined/revised current mentor checklist; ongoing process 	<p>July 31, 2024</p>

Team 5: Parent and Community Relations

Goal	Progress	Projected Completion Date
<p>Design a Parent Handbook that highlights the opportunities within the school, addresses unique programmatic aspects of</p>	<ol style="list-style-type: none"> 1. Develop handbook and welcome materials that are tailored to each school's specific need 	<p>July 31, 2025</p>

the curriculum, and outlines the provision of services.		
Develop a parent engagement plan for each school, complete with topics, dates for delivery, and expert facilitators, to address parent needs and drive parent engagement within SEDOL; execute the plan consistently throughout each school year.	<ol style="list-style-type: none"> 1. Develop a brochure for SEDOL that outlines what we provide with materials related specifically what program their students would be attending 2. Plan “<i>SEDOL University</i>” events that will provide resources, skills, and/or community for parents and students 	July 31, 2025
Create consistently branded marketing materials for SEDOL as a district, each SEDOL school, and the Sector schools; develop a parent handbook with key information for parents to navigate their interaction with SEDOL and special education; and update the SEDOL website to ensure that information is current and accurate for internal and external usage.	<ol style="list-style-type: none"> 1. Program administration are developing program brochures for each of the sector programs with the communications specialist. 	July 31, 2025
Develop a clearinghouse of SEDOL-generated, expert information on special education topics and institute a Parent Education Program or Parent University for SEDOL parents with topics, including but not limited to, understanding the IDEA law, providing knowledge on techniques used to support SEDOL students, supporting parents who are new to SEDOL, and other topics determined to be beneficial.	<ol style="list-style-type: none"> 1. To be addressed in the future 	July 31, 2026

Team 6: Curriculum and Assessment

Goal	Progress	Projected Completion Date
Require the Assistant Superintendent of Curriculum, Instruction, and Assessment to	<ol style="list-style-type: none"> 1. Inventory of curriculum based on grade levels and SEDOL programs 2. Investigate current curriculum maps 	July 31, 2024

<p>develop a plan with detailed action items, benchmarks, and goals/objectives to create curriculum frameworks, instructional strategies/training, and assessment/data usage protocols at SEDOL.</p>	<ol style="list-style-type: none"> 3. Contact member districts and collect their curriculum maps 4. Principals need to establish building-level curriculum teams 5. Meet with building-level curriculum teams and support the teams in the development of curriculum maps 6. After curriculum maps are completed, building-level curriculum teams will develop curriculum frameworks 	
<p>Conduct a review of instructional practices throughout SEDOL to determine programs and classrooms where instructional improvement is warranted, and provide targeted professional development, customized to each school building and/or program to ensure that teachers have the knowledge and skills they need for instructional excellence.</p>	<ol style="list-style-type: none"> 1. Consider impact reviews of instructional practices after analyzing data and creating curriculum maps 	<p>July 31, 2024</p>
<p>Provide special education teachers, paraprofessionals, related services personnel, and staff with consistent professional development on how to accurately collect data, how to analyze data, how to utilize data in the classroom, and how to preserve data as a vital component of the student's records for IEPs, placement, and future decision-making.</p>	<ol style="list-style-type: none"> 1. Survey for schools and member districts to determine PD needs 2. Established an initial PD calendar 3. Email to building administrators regarding PD offerings to disseminate to staff 4. Develop a PD calendar to be initiated for the 2024-2025 school year targeting the recommendation topics 5. Investigate PD website possibilities 	<p>July 31, 2024</p>
<p>Continue administering IAR Assessments, DLM Assessments, and MAP Assessments and gradually increase the administration of MAP Assessments to include Fall, Winter, and Spring testing.</p>	<ol style="list-style-type: none"> 1. Inventory of assessments and progress monitoring tools 2. Create an assessment calendar with principal input 3. Post and publish the assessment calendar 4. Coordinating with NWEA to provide PD for MAP 5. Obtain past assessments from districts to get trend data 	<p>July 31, 2024</p>
<p>Provide MAP Assessment data, IAR Assessment data, and DLM Assessment data</p>	<ol style="list-style-type: none"> 1. Provide MAP data to member districts 	<p>July 31, 2024</p>

to all teachers and administrators with students who took each assessment, and provide training on how to read the data and utilize the data to inform instruction.	2. Provide PD to building administrative teams regarding data interpretation	
Develop and implement a district-wide data policy that creates a standard for student data collection, usage, and storage that is focused on student achievement, placement, interventions, and supports.	1. Obtain past assessments from districts (2021/2022, 2022/2023, current year) 2. Develop ECRISS system to input and house student assessment data	July 31, 2024
Hire a Director of Professional Development and charge the Director with the development of a district-wide professional development curriculum and the coordination of all professional development and training within the district.	1. Data being collected on the need for this position for the FY25 school year	July 31, 2024
Hire one Paraprofessional Coach for each of the SEDOL school buildings to provide coaching, mentoring, modeling, and training for both new and experienced paraprofessionals throughout the school year.	1. Two paraprofessional liaisons have been hired for the district and provide coaching and onboarding professional development	July 31, 2024
Develop a student instructional model that provides a clear framework for establishing special education as a continuum of services, jointly developed by district administration, building leaders, special education teachers, and related services personnel, as well as outside supports as needed.	1. Identify current core instructional tools and instruction strategies being used in each SEDOL program 2. Survey of member districts of their current programming	July 31, 2025
Form curriculum committees to formally develop curriculum frameworks for each SEDOL program and/or subject area and provide training to teachers on the use of	1. Principals need to establish building-level curriculum teams 2. Meet with building-level curriculum teams and support the teams in the development of curriculum maps 3. After curriculum maps are completed, building-level curriculum teams will develop curriculum frameworks	July 31, 2025

the curriculum frameworks in their classrooms.	4. Design professional development to inform teachers how to implement and use the frameworks	
Design and implement a professional development curriculum that contains topics and training dates, including but not limited to: <ul style="list-style-type: none"> · Quality Instructional Practices · IEP Development and Compliance · Data Collection and Usage · Paraprofessional Training · Safety Training 	1. Develop a professional development calendar to be initiated for the 2024-2025 school year targeting the recommendation topics	July 31, 2025

Team 7: Policy Procedure, and Behavioral Supports

Goal	Progress	Projected Completion Date
Eliminate the practice of student placement pre-determination by SEDOL central office administration, SEDOL building level teams, and Member District school-based teams.	<ol style="list-style-type: none"> 1. Met with member districts to explain the SEDOL initial enrollment process 2. Provided one-on-one professional supports with individual districts needing individualized supports 3. Working with Sector Supervisors to ensure cases are examined on an individualized basis to make sure SEDOL is doing due diligence and the supports are in place for the student based on IEP decisions 	January 31, 2024
Develop a crisis response team in every SEDOL school building with dedicated and trained staff who respond to significant behavior incidents, and increase behavior training for all school staff on behavior interventions, such as Ukeru® and any other adopted behavior supports.	<ol style="list-style-type: none"> 1. Onboarding includes staff professional development regarding Ukeru and other adopted behavior supports 	July 31, 2024
Hire three behavior specialists at Gages Lake School, three behavior specialists at Fairhaven School, three behavior specialists at Cyd Lash Academy, one behavior specialist at John Powers Center who will also serve	<ol style="list-style-type: none"> 1. SEDOL hired 1.5 additional behavior specialists this year. Currently, there are behavior specialists district wide (1.0), Fairhaven School (1.0) and Gages Lake School (1.0). 2. Current posted vacancies including 1.0 Behavior Specialist for Cyd Lash Academy, 1.0 District wide, and .5 Gages Lake School. 	July 31, 2024

<p>the Sector Schools, and one behavior specialist at Laremont School to provide onsite behavior supports, lead the crisis response team at each school, and provide behavior training to school personnel.</p>	<p>3. One district behavior specialist provides trainings for staff related to behavior in the school</p>	
<p>Design programs and services collaboratively between SEDOL and Member Districts, and deliver the programs and services with fidelity to Member Districts in order to achieve a standard of high-quality customer service.</p>	<ol style="list-style-type: none"> 1. SEDOL is hosting monthly New SEDOL Director's Meeting with relevant topics for new special education administrators. 2. SEDOL is hosting quarterly Member District Meetings including relevant topics including legal updates, ISBE updates, and SEDOL updates. 3. Relevant communication from SEDOL, ISBE and legal updates are provided via email as they are received to the co-operative 4. Technical Assistance is provided to member districts regarding Indicators, Grant Writing, and Maintenance of Effort 	<p>July 31, 2024</p>
<p>Overhaul the IEP processes and procedures to ensure compliance and accountability by monitoring, tracking, and addressing the following: develop explicit IEP processes and definitive procedures which include defined roles and responsibilities; identify/designate SEDOL and Member District LEAs with a role specific criterion, and train staff from both a procedural and legal standpoint.</p>	<ol style="list-style-type: none"> 1. Professional development has been completed the last two months for the assistant principals, principals, and supervisors (SEDOL LEA Representatives) regarding current legal updates 2. Initial planning meeting was hosted for Member District LEA's regarding ELL services and the IEP process 	<p>July 31, 2024</p>
<p>Set expectations; implement effective parent and staff communication; ensure transition of student records and medical information; develop a systemic process for data collection; and ensure goals are measurable, focused on outcomes, and monitored utilizing the appropriate progression tools and annual assessment tools in order to achieve higher standards.</p>	<ol style="list-style-type: none"> 1. Reviewing current systems in place and working together with the SIS adoption teams to ensure a technology solution to support records such as medical records 2. Current onboarding includes a professional development session for all new staff on data collection 	<p>July 31, 2024</p>

SEDOL Leadership Team

Goal	Progress	Projected Completion Date
<p>Establish school-based management at all SEDOL schools by giving Principals the autonomy to make decisions and operate their buildings, and transfer school budgeting and purchasing from district administration to Principals and building leaders.</p>	<ol style="list-style-type: none"> 1. Develop and implement new ordering thresholds for purchasing without district administrative permission required for all purchases 2. Program administrators have been provided supply, professional deployment, and instructional technology curriculum budgets 	<p align="center">January 31, 2024</p>
<p>Develop a new staffing model that accounts for the uniqueness of the student population within each SEDOL school building, and transition ownership from the Human Resources Department to the Assistant Superintendent of Curriculum, Instruction, and Assessment.</p>	<ol style="list-style-type: none"> 1. Revise the current staffing model to be more user friendly and updated to reflect current staffing patterns 2. The staffing process is a collaborative effort among Human Resources, Finance, Curriculum and Instruction, and Educational Services 3. The revised staffing model will be tied directly to the tuition reset process currently being addressed by SEDOL and member districts 4. Determine an appropriate timeframe for the beginning of the staffing process for SEDOL classroom programs beginning in the 2023-2024 school year 5. Determine an appropriate timeframe for the beginning of the staffing process for member district contracted services beginning in the 2024-2025 school year 	<p align="center">July 31, 2024</p>
<p>Address the culture and climate issues at SEDOL by re-establishing trust through transparency of initiatives, discussing the “why” and “how” of changes; end micromanagement through the Superintendent holding the Assistant Superintendents accountable for their direct reports and allowing Principals autonomy to operate their schools independently; and increase Superintendent visibility by carving out a few hours each week for in-person,</p>	<ol style="list-style-type: none"> 1. Bi-monthly meetings established with Assistant Superintendent and program administration to discuss programmatic needs 2. Monthly meetings established with Assistant Superintendents and assistant principals to discuss the "why" and "how" of changes 3. Monthly program rounding visits with Superintendent and program administration established 	<p align="center">July 31, 2024</p>

onsite visits, selecting a few classrooms in each building to be visited in rotation.		
Plan for an annual summer in-person school year kickoff staff meeting for SEDOL where the vision for the school year will be articulated and the staff accomplishments can be celebrated	<ol style="list-style-type: none"> 1. SEDOL hosted an in-person school year kickoff with staff 2. Accomplishments were celebrated at the event 3. Key information was articulated to the staff regarding the SES teams 4. Survey was shared after with staff to gather information for planning for next fall 	July 31, 2024
Schedule in-person SEDOL-wide quarterly meetings throughout the school year to discuss new initiatives, explain the “why” and “how” of changes to district policies and procedures, and provide an opportunity for staff members to ask questions and actively engage in discussion	<ol style="list-style-type: none"> 1. Meetings to be scheduled to leadership team and program administration 	July 31, 2024
Send out a substantive weekly email newsletter that addresses changes at SEDOL and includes updates and information that is relevant and useful for administrators, teachers, and staff members	<ol style="list-style-type: none"> 1. Communication specialist will survey staff to get feedback regarding how, when, and how often communication is sought 	July 31, 2024
Create a process for rolling out new initiatives, systems, processes, and procedures at SEDOL that includes in-person meetings, educator involvement in the development, and an explanation of the benefits for students and teachers	<ol style="list-style-type: none"> 1. Review of past procedures has been initiated 	July 31, 2024
Expedite the purchase and implementation of a new SIS or update the existing SIS to its full functionality, add another data support person to the technology budget and long-range technology plan, and move Assistive Technology oversight from the Special Services Department to the Innovation and Technology Department.	<ol style="list-style-type: none"> 1. Request for Proposals (RFQ) have been completed 2. Vendors to present to district cross team to evaluate how the new SIS tools fit the need of SEDOL 3. A recommendation will be made from the SIS team regarding the purchase, roll out, and professional development plan for the district 	July 31, 2025

