PLAN COMMISSION

INTER-DEPARTMENTAL REVIEW COMMITTEE REPORT

Soaring Eagle Academy - 800 Parkview Blvd.

May 18, 2015

Title PC 15-11

Petitioner

Soaring Eagle Academy 8330 S. Madison, Suite 50 Burr Ridge IL 60527

Status of Petitioner

Prospective leasee

Property Owner

UBS Realty Investors LLC 2515 McKinney Avenue #800 Dallas TX 75201

Property Location

800 Parkview Blvd. (05-13-206-032)

Trustee District #2

Zoning

OPD – Office Planned Development

Existing Land Use

Single-Tenant Office

Comprehensive Plan

Mixed Office and Industrial

Approval Sought

Conditional Use pursuant to Section 155.412(C)(19) of the Zoning Ordinance, to allow for Schools, private, full-time: Elementary, middle, and high.

Prepared By

Jennifer Ganser

Assistant Director



Location Map

PROJECT DESCRIPTION

The petitioner, Soaring Eagle Academy, is proposing to lease and operate their business within an existing tenant space on the subject site. Soaring Eagle Academy operates a private school for children with autism. They would utilize the entire building.

APPROVAL(S) REQUIRED

The petitioner is requesting approval of a conditional use, pursuant to Section 155.412(C)(19) of the Zoning Ordinance, to allow for Schools, private, full-time: Elementary, middle, and high.

EXISTING CONDITIONS

The subject property is bounded by office and residential uses. The property is accessed by Parkview Blvd. The building is approximately 25,000 square feet and there are over ninety (90) parking spaces plus five (5) ADA spaces. Soaring Eagle Academy is currently located in Burr Ridge and, if the conditional use is approved, have plans to relocate the school to Lombard.

PROJECT STATS

Lot & Bulk

Parcel Size:

3.24 acres

Building Size:

25,000 sq. ft.

Tenant Space:

25,000 sq. ft.

Submittals

1. Petition I Hearing;

for Public

- 2. Response to Standards for Conditional Use;
- 3. Plat of Survey, prepared by Glen D. Krisch Land Surveyor, Inc., dated November 3, 1999;
- 4. Aerial photo of the site;
- Site Plan, prepared by Horn Design Associates; and
- 6. Business Plan, 2015.

INTER-DEPARTMENTAL REVIEW

Building Division:

The Building Division has no comments at this time.

Fire Department:

The Fire Department has no comments at this time.

Private Engineering Services:

The Private Engineering Services Division has the following comments:

- 1. The connector drive should be twenty-four (24) feet wide to meet the two-way drive aisle requirement;
- 2. Or if the connector drive is twenty (20) feet, the existing parking spaces should be angled to help force a one-way directional flow through the parking lot and signage should be installed that directs traffic.

Public Works:

The Department of Public Works has no comments at this time.

Planning Services Division:

1. Surrounding Zoning & Land Use Compatibility

	Zoning District	Land Use
North	DuPage County R-4	Residential
South	OPD	Office
East	OPD	Office
West	OPD	Pond

Staff finds the proposed private school is compatible with the surrounding land uses. Students at Soaring Eagle Academy are from Lombard and the surroundings areas. The proposed site layout will allow for concise drop off and pick up of students and allow vehicles to circle around the building. This is single tenant building, proposed to be wholly occupied by Soaring Eagle Academy, keeping the student traffic on their site only. Students arrive via bus, cab, or parent drop off. Some students arrive together which minimizes traffic. There would be two points of entry for drop off and pick up segregating the elementary school children from the high school students. Students are escorted into the building by a staff member.

2. Comprehensive Plan Compatibility

800 Parkview Blvd. is defined as mixed office and industrial in the Comprehensive Plan. Staff feels a private school would fit well with the existing office uses. The proposed use of a school requires a conditional use per the Zoning Ordinance.

3. Zoning Ordinance Compatibility

The proposed use is a conditional use in the Office District. The proposed school would accommodate children of various ages with autism through a specialized educational model. Soaring Eagle Academy plans to grow to 75 students and 120 staff by 2017.

4. Site Plan: Access & Circulation

The petitioner plans to have an outdoor play area on the west side of the building that would be fenced off. They also plan to add a perimeter fence due to the pond to the west of the building.

Currently there are two parking lots located on the site. The petitioner plans to add a connector to the back of the property linking the two parking lots to help traffic flow. Staff notes the configuration promotes good circulation. PES reviewed the proposed site plan and noted comments in the IDRC review period.

The school operates between 9 am and 2:30 pm daily, except for Wednesday when they close at 1 pm. There are no weekend classes. The school year is 181 days with 39 days in the summer. Students are dropped off between 8:30 am and 9 am and picked up between 2:30 pm and 3 pm. Occasionally there are Saturday special events and parent teacher conferences in the afternoons or evenings.

HISTORY

800 Parkview Blvd is part of the overall Woodlake Planned Development. The development also received site plan approval in 2008 for a signage deviation.

Soaring Eagle Academy went before the Plan Commission in 2009, PC 09-07, at 355 Eisenhower Lane South. Though they received approvals from the Village Board, they ultimately did not move forward with that location.

FINDINGS & RECOMMENDATIONS

The Inter-Department Review Committee has reviewed the standards for the requested conditional use permit for a private school and finds that the use **complies** with the standards established by the Village of Lombard Zoning Ordinance, subject to conditions of approval based on the above considerations. As such, the Inter-Departmental Review Committee recommends that the Plan Commission make the following motion for **approval** of PC 15-11:

Based on the submitted petition and the testimony presented, the proposed conditional use does comply with the standards required by the Village of Lombard Zoning Ordinance and that granting the conditional use permit is in the public interest and, therefore, I move that the Plan Commission accept the findings of the Inter-Departmental Review Report as the findings of the Plan Commission, and recommend to the Village Board **approval** of PC 15-11, subject to the following conditions:

- 1. The conditional use permit is exclusively for the tenant space at 800 Parkview Blvd. Any expansion of the establishment within the existing building beyond the plans submitted as part of PC 15-11 shall require an amendment to the conditional use;
- 2. The petitioner shall satisfactorily address all comments noted within the Inter-Departmental Review Committee Report;

3. The parking lot shall be configured so as to meet all Illinois Accessibility Code require	ments; and
4. This relief shall be valid for a period of one year from the date of approval of the ord business is not established by said date, this relief shall be deemed null and void.	linance. If the
Inter-Departmental Review Committee Report approved by:	
William J. Heniff, AICP Director of Community Development	
c. Petitioner H:\CD\WORDUSER\PCCASES\2015\PC 15-11\PC 15-11 IDRC Report.docx	

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VILLAGE OF LOMBARD PLAN COMMISSION

CONDITIONAL USE VARIATION(S) Minor Subdivision Resonate Comp. Plan Americanent Major Subdivision	PLANGED DEVELOPMENT ANNESATION	TERT AMENDMENT SELE PLAN APPROVA
ADDRESS OF SUBJECT PROPERTY: 800 POLIKY I	an Blvd.	Marcon Constitution (Constitution of Constitution of Constitut
PLN. NO(8): 05-13-2010-032	FPA*:	
PETTHONER: Soaring Eagle Acader	Y PHONE NO.:	
CONTACT NAME: DECINICA TYPPOK		<u> 30 - 323 - 290</u>
PETITIONER'S ADDRESS: 8350 S. MODISON / S		<u> 50 - 373 -295</u>
PETITIONER'S B-MAIL ADDRESS: deanna & Son		
crry: Bur Ridge	STATE L ZIP COD	B. (00577
RELATIONSHIP OF PETITIONER TO PROPERTY: 1 C.S.		1 160-7221
OWNER(S) OF PROPERTY: LIGS REALLY INVEST	a diameter	1- 438-303T
OWNER'S ADDRESS: 2515 MCKINNEY AVE		45701
CITY: DOLLAS	STATE: TX ZIP CODI	
EXISTING ZONING: OFO MIXED OFFICE AND	AREA OF PROPERTY (in ac	resk
	,000 SF) Parking 1	HR. Gonomina
ENDING ONE INTROVENIENTS. CAMERIAN.	marin January	- A - A - A - A - A - A - A - A - A - A
DESCRIPTION OF REQUEST (ettach additional pages as needed	e Canditional use sol	nool for Autism
THE ABOVE INFORMATION, TO THE BEST OF	MY ENOWLEDGE, IS TRUE AN	CORRECT:
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PETITIONERS' GUIDE TO THE PLAN COMMISION

VII. STANDARDS FOR CONDITIONAL USES

The following is an excerpt from the Lombard Zoning Ordinance. A **detailed response** to all of these standards should be provided for all conditional uses of the Lombard Zoning Ordinance.

SECTION 155.103 (F)(8) OF THE LOMBARD ZONING ORDINANCE:

No conditional use shall be recommended by the Plan Commission unless it finds:

- 1. That the establishment, maintenance, or operation of the conditional use will not be detrimental to, or endanger the public health, safety, morals, comfort, or general welfare;
 - Soaring Eagle Academy, an Illinois State Board of Education approved not for profit therapeutic day school, offers a new look at children with Autism and related disorders as individuals with great potential for interacting, communicating and thinking. It is the only school in the Midwest to integrate Developmental Language Models and DIR®/Floortime approach principles and is dedicated to providing its students ages 5 through 21, with a nurturing social and academic environment which respects their individual differences. We embrace their individuality to help them soar to higher levels of learning. SEA commenced classes in 2010 with seven students with current enrollment at 50 students, predominately from the western suburbs including the Village of Lombard. It is Soaring Eagle's desire to grow to a maximum of 75 students by school year 2017.
- 2. That the conditional use will not be injurious to the uses and enjoyment of other property in the immediate vicinity for the purposes already permitted, not substantially diminish and impair property values within the neighborhood in which it is to be located;
 - Currently located in a multi tenanted building in Burr Ridge. Due to its expansion the existing facility cannot meet the operational and safety requirements of it students. 800 Parkview offers the school the opportunity to grow to 75 students and a staff of 120 professionals without exterior modification to the building. The configuration of 800 Parkview property and its dimensions provides an exclusive setting which will not disrupt neighboring occupants' access to its properties while further insuring the safety and welfare of Soaring Eagle students. It is our belief that this school which will be committing to a long term lease should enhance property value by minimizing transient nature associated with tenant turnover.

3. That the establishment of the conditional use will not impede the normal and orderly development and improvement of the surrounding property for uses permitted in the district:

There are a minimum of 68 alternative properties in the western suburbs that can accommodate a 25,000 square foot requirement, however only a handful that can provide an exclusive environment required by the school. Situated on approximately 3.25 acres of land, 800 Parkview provides sufficient parking for staff and parents, on site staging areas for student drop off and pick as well as outdoor green area adjacent to the building but within the property's boundaries providing students with a secured outdoor area as well as a secured internal educational environment.

4. That the adequate public utilities, access roads, drainage and/or necessary facilities have been or will be provided;

800 Parkview has adequate infrastructure. The school will not require from the community additional infrastructure to accommodate its needs. However, Subject to review and approval from the Village and Landlord, Soaring Eagle wishes to make the following improvements to the property (improvements highlighted on the Site Plan)

- 1. Install a "road connector" at the back of the property linking the two parking areas
- 2. Install a five (5) foot high Chain Link fence with gates exiting to the property. This area adjacent to the building will be used as a playground area for students.
- 3. Install a four (4) foot high Chain Link fence around the perimeter of the property in support of student safety protocols.
- 4. Install a monument sign containing the Soaring Eagle Academy name and logo

It is the Academy's desire to have the improvements completed by the projected October 1, 2015 occupancy date.

5. That adequate measures have been or will be taken to provide ingress and egress so designed as to minimize traffic congestion in the public streets;

The school operates between the hours of 9:00a and 2:30p daily except for Wednesday which is between 9:00a and 1:00p. There are no weekend classes. The calendar year of 181 days is extended for an additional 39 days in the summer. Staged student drop off is between 8:30a and 9:00a with staged student pick up between 2:30p and 3:00p. Periodically there are Saturday morning special events as well as parent teacher conferences in the evening between 4:00-6:00p. The property and building as currently configured provides two points of entry for student drop off and pick up segregating elementary age students from high school students. Safety protocol includes a 1:1 ratio of

staff to student insuring that all students are escorted off and on to its transport by a staff member. Please review the proposed drop off plan for the students (Site Plan Exhibit 1)

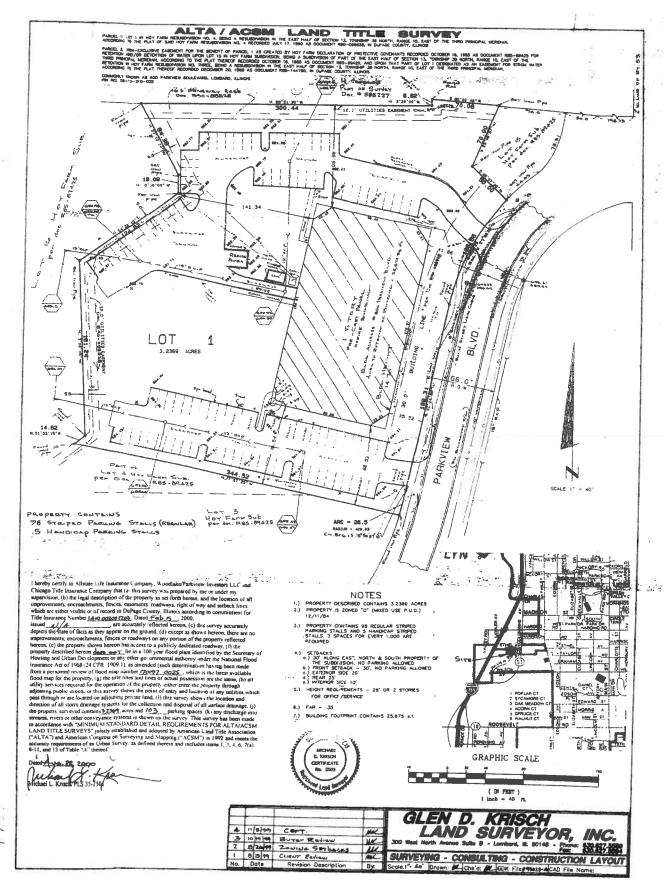
6. That the purposed conditional use is not contrary to objectives of the current Comprehensive Plan for the Village of Lombard;

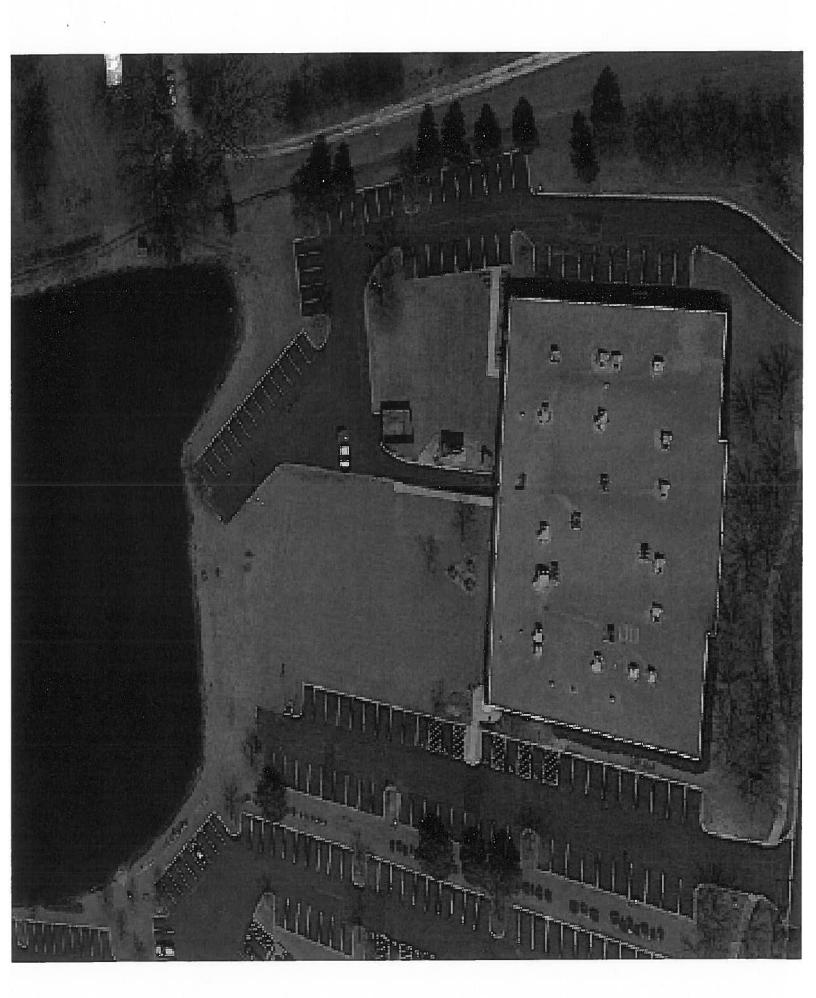
The proposed use does not alter or challenge the vision of the Comprehensive Plan for Lombard. The property will be accepted in its as is condition with the only property modifications being that of adding a fence for additional student security and possibly extending connecting the two parking areas with the addition of a paved area near the pond. The addition of 120 employees should provide addition support and revenue the retail business along Roosevelt Road.

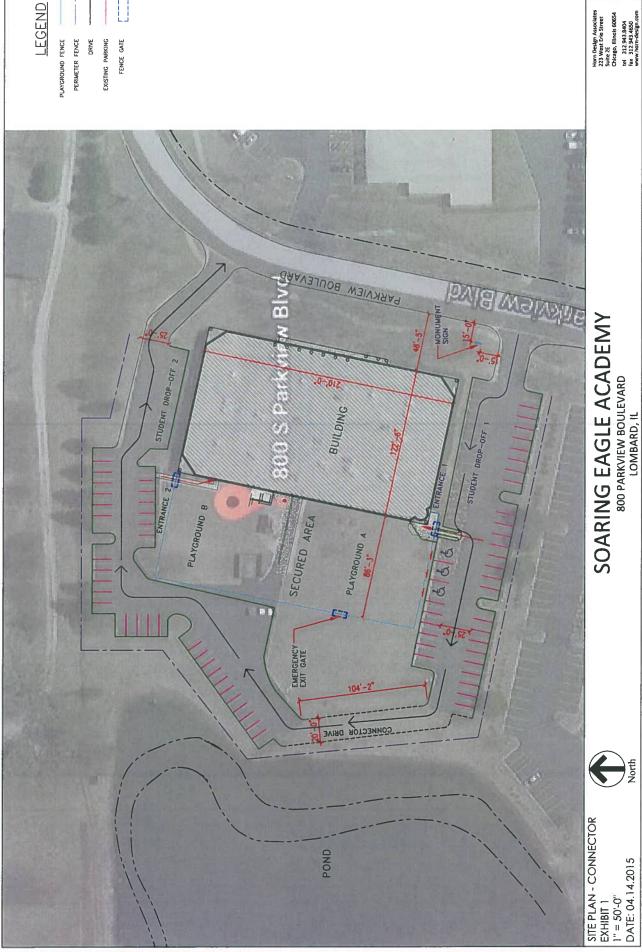
7. That the conditional use shall, in all other aspects, conform to the applicable regulations of the district in which is located, except as such regulations may, in each instance, be modified pursuant to the recommendations of the Plan Commission.

Soaring Eagle Academy is subject to ISBE guidelines and regulations, State Fire Marshal approval, which include providing a secured school environment as well as meeting all applicable local life safety and fire codes. Soaring Eagle will request that the appropriate Lombard Agencies be involved throughout the process work to establish the required protocols that support the vision of community and school.

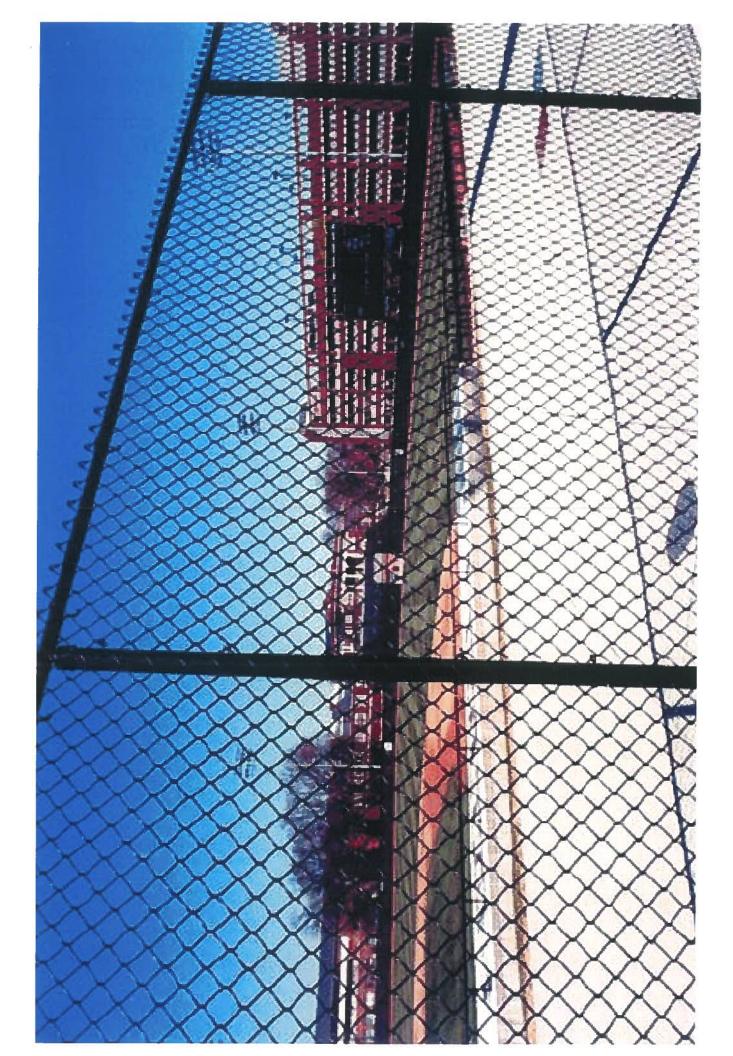
Additional operation information on Soaring Eagle Academy as well as its business plan follow these responses. An in-depth understanding of Soaring Eagle Academy, its mission and value can be found on their web site







Horn Design Associates 223 West Erie Street Suite 2 Chicago, illinois 60554 tel 312,943,8404 fax 312,943,4650 www.horn-design.com





SOARING EAGLE ACADEMY

BUSINESS PLAN 2015

Soaring Eagle Academy is an Illinois State Board of Education approved, not for profit, non-public therapeutic day school, serving students ages 5 through 21 years old, diagnosed with Autism and related disorders, currently located at 8330 S. Madison Street, Suite 50, Burr Ridge, since September 2010.

I. EXECUTIVE SUMMARY

- A. Overview
- B. Mission Statement
 - 1. To provide a social and academic learning environment for students with special needs, supporting their individual strengths and learning styles, while integrating learning and interaction within Developmental Language Models and Developmental Individual-Difference Relationship (DIR®) Based approach principles.

C. Vision Statement

1. Soaring Eagle Academy provides a safe and nurturing environment where our comprehensive team of professionals, come together with each student's family and school district, to honor and promote the development of the whole child. Students are cared for physically, intellectually, socially and emotionally while engaged in meaningful learning. Together we respect, engage, guide and empower students to soar to higher levels of learning.

II. DESCRIPTION OF ORGANIZATION

- A. Incorporation and Not-for-Profit Status
 - 1. Incorporated on November 15, 2004.
 - 2. Received IRS 501(c)(3) not-for-profit status letter dated December 19, 2005, retroactive to incorporation date.
- B. Governance and Organizational Structure
 - 1. Board of Directors comprised of six directors and two officers (Treasurer, Secretary).

- 2. Executive Director oversees Soaring Eagle Academy's not-for-profit organizational and school business functions (human relations, community support, school compliance).
- 3. Program Director, in collaboration with the DIR® Expert
 Clinicians/Founders, oversees Soaring Eagle Academy's operational
 functions (staff, students, curriculum), including the educational and social
 program for each student and acts as a liaison between the Academy and
 each student's placing school district.

C. Founders

 Licensed Speech Language Pathologists Linda Cervenka, Michele Ricamato and Deanna Tyrpak, with over 50 years' collective experience serving children with special needs and their families.

D. Type of School

 Non-public special education Therapeutic Day School approval by Illinois State Board of Education, serving students ages 5 through 21 year old, diagnosed with Autism and related disorders of relating, communicating and thinking.

E. Nondiscrimination Policies

III. RESEARCH AND MARKET ANALYSIS

- A. National Education Issues and Trends for Children with Autism and Sensory or Regulatory Issues
 - 1. There are nearly 10,000 school-aged children in Illinois affected by autism and its related disorders receiving special education services.
 - 2. Autism affects 1 in every 68 children in the United States.
- B. Reasons Parents Choose Schools Like Soaring Eagle Academy
 - 1. Parents committed to the DIR® Model and educational best practices have no educational options in public or private schools in the state of Illinois for their children with autism and its related disorders.
 - 2. Statement of Core Values

Soaring Eagle Academy believes that students with Autism and related disorders have great potential for interacting, communicating, thinking and learning.

- a. A student's regulation skills are the key to success.
- b. A student's regulation is the foundation for the capacity to develop relationships, attend, comprehend, and actively learn and

intentionally communicate with peers and adults in their environment.

- A curriculum rich in experience, with developmentally appropriate concepts and meaningful information provide the foundations for regulation and learning.
- d. Students learn best when they are well-regulated, able to share attention with their communication partners and emotionally invested in the learning.
- e. A student's understanding and comprehension of information being presented is critical for regulation and learning.
- f. A student's relationship with his caregivers, teachers and peers are the primary vehicle for affecting development and learning.
- g. A student's environment is engineered in order for experience to provide salient opportunities to learn what is relevant to the student's intentions, ideas and comprehension of language.
- h. A comprehensive team of dedicated professionals, supported with intensive initial and ongoing training, is essential for a successful social and academic program for students.
- i. Family involvement is a central component of our program, where parents/caregivers are respected as active partners in their child's education through observation, training, classroom visits and coaching, to support parent child interaction and understanding of their child's strengths and challenges, to bridge the home and school environment.

C. Regional and Local School Issues and Trends

- 1. There are no private or public schools in Illinois or the Midwest that offer educational best practices within Developmental Language Models and DIR® Methodology.
- 2. Educational trends offer the use of traditional teaching strategies that promote content knowledge versus concept learning, which fosters problem solving, creativity and abstract learning.
- 3. Students diagnosed with autism and related disorders are not offered equal access to the general curriculum generated by Illinois State Standards.
- 4. Students diagnosed with autism and related disorders spend most of their school day on tasks related to functional/daily living skills rather than a balance of academics appropriate to their developmental level, social communication skills and functional skills.

- D. Reasons/Advantages for Starting a New Private School for Individuals with Autism and Sensory and Regulatory Disorders
 - Soaring Eagle Academy is Different than other Schools Serving Students with Autism
 - a. We believe that individuals with autism and related disorders have the capacity to understand and express emotions and develop rich relationships.
 - b. Students need a comprehensive educational and social program that fosters emotional development as the foundation for learning.
 - c. Students with autism have the right to access the Illinois educational curriculum for Reading, Math, Social Science and Science available to all students in the state.
 - d. Parents should be viewed as integral partners in their child's learning.
 - e. A model school that demonstrates Developmental Language models and DIR® Methodology is a valuable and much needed resource for families, professionals and school districts within Illinois and across the country.
 - f. We respect and support each student's developmental level, individual differences and sensory profile.
 - 9. We offer multi-sensory activities that facilitate interactive and dynamic learning.
 - h. We create a joy for learning by harnessing each student's unique interests.
 - i. We interpret and respect students' behaviors as clues to their world, while developing strategies for coping.
 - j. We integrate all critical areas of development in visual, auditory and sensory motor processing, communication, social interaction and emotional regulation, to support each student.
 - Soaring Eagle Academy serves students with Autism and Related Disorders seeking Developmental Language Models and DIR® Methodology principles in Illinois and surrounding Midwest States
 - a. Parents and school districts are offered the opportunity to have their students attend.
 - 3. Community Interest, Attitudes and Support

a. 40 placing school districts within a 60 mile radius, including as far North as Palatine, as far South as Frankfort, as far East as Oak Park, and as far West as Elgin, have been extremely supportive and have enrolled their students in our Academy.

4. Projected Growth of Student Population

- a. Served 14 elementary age students in our first year, 2010-2011 school year.
- b. Grew to serve 31 elementary and High school transition students in our second year, 2011-2012 school year.
- c. Grew to serve 45 elementary and high school transition students in our third year, 2012-2013 school year, and fourth school year 2013-2014.
- d. In our fifth school year 2014-2015, student enrollment has grown to 50 total students in our elementary and High school transition programs.
- e. We project to grow in enrollment to serve 60 students in the 2015-2016 school year.

E. Competitive Analysis

1. Competitor Profiles

- a. There are at least 15 different programs in the Chicagoland area that work with individuals with Autsim under age 22.
- b. Program size ranges from a small classroom to 150 students.
- c. Annual tuition ranges from \$21,000 to \$90,000.

2. Discriminators or Competitive Advantages and Challenges

- a. Methodologies of other programs range from Behavior Therapy/Management, ABA to TEACCH.
- b. Developmental Language Models and DIR® Methodology are not in the mainstream (although, as noted, it is well-recognized as one of the two best-known and best-studied methods for treating autism and its related disorders).

3. Strategic Plan

a. Educate the Autism Community about Developmental Language Models and DIR® Model Principles.

- b. Publish SEA curriculum to share with interested professionals, school districts and educational institutions.
- c. Supplement published curriculum with supported training from SEA founders/key staff in Developmental Language Models and DIR® Principles.
- c. Growth of the organization and the Academy has increased exponentially since its founding. SEA Founders, Program Director and Board of Directors, realize the need to develop a formalized strategic plan, which will include plans for growth, outreach into the community and search for the next building location for SEA.

4. Establishing and Increasing Market Share

- a. Being the only school in the entire Midwest that employs Developmental Language Models and principles of DIR® Methodology.
- b. Demand for a quality social and academic learning environment employing a DIR® approach is greater than the supply.
- c. Maintaining best practices with respect to educating students with autism and related disorders aged 5 to 21 years old.

IV. DESCRIPTION OF SOARING EAGLE ACADEMY

A. Products/Services Offered

- 1. Illinois State Board of Education Approved as a Non-Public Special Education Facility, Therapeutic Day school.
- 2. Function as a model Developmental Language and DIR® school for students 5 to 21 years old to demonstrate to parents, professionals and the educational community the merits of DIR® in an educational environment.
- 3. Soaring Eagle Academy Program Descriptions
 - a. Intensive Therapeutic Day Program for Students with Autistic Spectrum Disorders and Related Disorders
- 4. Utilize educational best practices within a Developmental Language and DIR® Methodology.
- 5. Individual curriculum generated for each student that integrates their own natural interests, developmental levels and therapeutic goals. Each curriculum will comply with Illinois Common Core Learning Standards.

- 6. Student access to Common Core Standards for State Academic Curriculum for learning, Content/Subject Areas.
- 7. Classes taught by an experienced special education teacher and supported by trained teacher assistants that are specially matched and dedicated to work with one student. All students have a 1:1 Teacher Assistant.
- 8. Therapy services are integrated into students' school day, with individual and small group sessions. Art, Music, and Yoga are integrated into each student's program.
- Licensed therapists and consultants provide services in speech language therapy, occupational therapy, social work, assistive technology, and DIR®/Floortime.
- 10. Parents/caregivers valued as integral partners in their child's education through observation, training, support and classroom visits.
- 11. Follow a traditional calendar year with extended summer program.
- 12. Follow State age range guidelines.
- 13. Follow application and initial evaluation procedures.
- 14. Employ methods for reporting student progress and measuring student achievement and overall educational outcomes.

V. LOCATION AND FACILITY

- A. Soaring Eagle Academy is located and operated in an 21,000 SF leased building at 8330 S. Madison Street, Suite 50, Burr Ridge, IL 60527.
- B. Soaring Eagle Academy is a calm and nurturing environment that supports our students' individual needs.
- C. School and classroom décor respect and reflect students' individual sensory motor, auditory and visual processing sensitivities, as well as provide for a variety of natural interests.

D. Interior:

1. The Academy houses 5 elementary and 1 high school transition classroom, a Sensory Motor Gym, Kitchen/Daily Living –Vocational Life Skills Area, Student Lunchroom, Multi-Purpose Room housing the "Letter People City", Mulit-Purpose Room housing Drama and Fine Arts, Art Room, Music Room, Student School Store, School Café', Technology Center, Library, Speech Language, Social Work and Occupational Therapy areas, Floortime rooms, and Administrative and staff offices onsite.

2. Meet Illinois State Board of Education Standards and State Fire Marshal Guidelines.

E. Exterior:

- 1. Offer a safe, enclosed, fenced-in outdoor green space "play area" area adjacent to our facility, up to 8000 square feet.
- 2. Safe access to parking for parents, staff and visitors.

VI. MANAGEMENT PLAN

- A. Administrative Handbooks or Manuals
 - 1. Administrative Policies and Procedures
 - 2. Procedures for communicating with placing school district
 - 3. Student/Family handbook
 - 4. Staff Handbook
 - 5. Crisis intervention procedures
 - 6. Fire marshal inspection
 - 7. Safety of environment documentation (i.e. marked exits, drills)
- B. Faculty Training and Evaluation Program
 - 1. Initial training in school policies and procedures
 - 2. Initial training in DIR® Methodology and educational practices
 - Ongoing training in DIR®/educational practices
 - 4. Employ policies for Staff/Team meetings
 - 5. Yearly School Administrator and Staff evaluations
 - 6. Track current teacher certification and/or licensure
 - 7. Provide parent-teacher communication/feedback
 - 8. Encourage and offer professional development
 - 9. Policies for Staff retention and dismissal
- C. Student Procedures

- 1. Privacy and dignity policy
- 2. Safety/Hygiene procedures
- 3. Student Retention/Dismissal
- 4. Individual Education Plan Management
- 5. Confidentiality of complete student educational record file
- 6. Administration of medication policy
- 7. Crisis intervention
- 8. Maintain roster of students (indicating name, placing school district, primary disability, DOB and classroom placement)
- 9. Collection of daily attendance on all students

VII. PERSONNEL PLAN

- A. Overview and philosophy
- B. Employ 90 dedicated professionals made up of full and part time program and administrative staff. 90% of staff are full time. With projected growth, staff will increase to 115.
- C. Personnel qualifications and position descriptions approved by IL State Board of Education
- D. Staff personnel files and credentials are managed on site
- E. Physicals, immunization documentation and background checks are kept
- F. Substitute teacher and teacher assistants are utilized
- G. Recruitment methods utilized
- H. Employment policies and procedures in place
- I. Compensation and benefits offered to full time regular employees

VIII. FINANCIAL PLAN

A. Overview

- 1. \$4.3 million operating budget in 2014-2015 school year
- 2. Funding sources are school districts and private pay parents
- 3. Tuition daily rate (per diem) approved by Illinois State Board of Education

4. Annual fundraising to build cash reserve for operating cash flow, offset expenses not covered by tuition and generate capital for planning a future new building location, specifically designed to meet the needs of our unique student population and individualized intervention approach.

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