

**Regular Board Meeting**  
**September 19, 2016**

The Board of Education of Wabash Community Unit School District #348 met in Regular Session on Monday, September 19, 2016 in the library of North Intermediate Center of Education.

President Schuler called the meeting to order at 7:00 p.m.

Secretary Janice Alka called the roll. Attending in addition to the secretary were Jared Alka, Neil Earnest, Kyle Peach, Theresa Hocking, Ryan Peter and Tim Schuler.

Also present were Superintendent Tim Buss, Mt. Carmel Middle School (MCMS) Principal Steve Holt, North Intermediate Center of Education (NICE) Principal Chris Taylor, South Elementary School (SES) Principal Sheila Odom, (MCHS) Assistant Principal Michael Brewer, (MCMS) Dean Jake Newkirk, Director of Instruction Shelley Richardson, Director of Technology Kevin Smith, Director of Transportation Karen Stoneberger, Regina Paddick –WCTA, Dawn Drone – WCEA, Kevin Madden –WSJD, T. J. Hug –DRR, Darlene Underwood –Treasurer, Cale Calvert –ADG, Debbie Reed –MCMS, Kelly Sanders –SES, Al Henager –Facility Needs, Mike White –Facility Needs, Jeff Perry –Facility Needs, Pat Merriel –NICE, Julie Richison –NICE, Nina Geiling –MCHS Ag Teacher, Madeline Jones –FFA, Jonas Trimble –FFA and District Secretary Kim Zimmer.

Schuler led the pledge to the flag.

**Consent Agenda**

- a. Approval of Minutes of Past Board Meeting  
-August 15, 2016 Regular Board Meeting
- b. Approval of Monthly Bills  
-Invoices paid August 2016  
-Bills payable September 2016
- c. Approval of Financial Report  
Account balances were:

Cash Deposits	\$	34,047.60
Investments	\$	63,448.26
4 Fund	\$	(164,912.00)
5 fund	\$	19,296.00
- d. Approval of Correspondence  
-Sheila Odom retiring as SES Principal effective June 30, 2021  
-Teresa McGregor requesting a medical leave of absence from September 19, 2016 until October 19, 2016
- e. Approve Administrative Reports  
South Elementary School Principal Sheila Odom (attachment #1)  
North Intermediate Center of Education Principal Chris Taylor (attachment #2)  
Mt. Carmel Middle School Principal Steve Holt (attachment #3)  
Mt. Carmel High School Principal Pat Cheesman (attachment #4)

Director of Instruction Shelley Richardson (attachment #5)  
Director of Technology Kevin Smith (attachment #6)  
Director of Transportation Karen Stoneberger (attachment #7)  
Superintendent Tim Buss (attachment #8)

- f. Approve 2016-2017 Application for Recognition of Schools
- g. Approve 2016-2017 Administrative and Teacher Salary Benefits
- h. Review Wabash CUSD #348 Risk Management Plan
- i. Approve Use of New District #348 VISA Cards
- j. Approve 6<sup>th</sup> Grade Pearson Common Core Literature Textbooks
- k. Approve Title I Plans

Superintendent Buss briefly discussed the section on his report regarding the County Facility Sales Tax presentation. Janice Alka motioned to approve the items on the consent agenda and Earnest seconded the motion. A roll call vote was taken. All present voted aye. ***Motion carried.***

#### Visitors

##### Kale Calvert –ADG

Mr. Calvert gave the board an update on the MCHS HVAC system and the costs and detail of work to replace them. The cost to repair the HVAC system is estimated at \$226,560 approximately. It should take 3 weeks to complete the installation. He also gave an update on the status of the MCMS roof repair work. The roof repair resumed on September 12, 2016 and is estimated to be complete by mid to the end of December.

Jared Alka motioned to have ADG go out for bids for replacing the HVAC system at the high school and Peach seconded the motion. A roll call vote was taken. All present voted aye. ***Motion carried.***

#### Accept Reports

##### MCHS Agriculture Science – Nina Geiling

Ms. Geiling gave a very brief overview of topics covered during the course of a year in her classroom. They included veterinarian work, mechanics, plants, welding and personal projects. She then turned the presentation over to FFA students Jonas Trimble and Madeline Jones. They each discussed many different opportunities that FFA has presented to them and the other members. These activities included competitions, volunteering in the community, annual petting zoo, Sportsman's Day at Beall Woods, corn scooping, trap shooting at the Quail Club, working with the Illinois legislature, annual chili supper and public speaking. There are a total of 71 FFA members with a goal of 80.

#### Unfinished Business - None

#### New Business

##### Adopt 2016-2017 Budget

Peach motioned to accept the 2016-2017 budget and Earnest seconded the motion. A roll call vote was taken. All present voted aye. ***Motion carried.***

District #348 Facility Needs Committee Report – Recommendation for the 2017-2018 School Year

The committee was represented by Mike White. He summarized to the board on the work that the committee had been doing. The committee recommended the following:

1. Close a building
2. Close South School
3. Committee will continue to meet in order to come up with a detailed plan to recommend to the board

President Schuler asked for open discussion. Several comments were made including:

- The committee needs to keep the welfare of the students in mind when detailing a plan
- The committee did a very comprehensive job
- A cost study needs to be done to make sure there is a good savings
- Students cannot be crowded
- Need to have a professional analysis done on the buildings to make sure that all state codes are intact
- The upcoming vote for the 1% sales tax will have an impact on how to proceed
- The board is not looking to displace any teachers
- The closing is targeted to happen for the 2017-2018 school year

A motion to accept the committee's recommendation to close South Elementary School was made by Peter and seconded by Hocking. A roll call vote was taken. All present voted aye. **Motion carried.**

The board asked that the committee try to come up with a detailed plan before the next board meeting. President Schuler advised that a special board meeting could be called to discuss the plan prior to the regular October meeting.

Move to go to Closed Session

At 8:21 p.m., Peach moved to enter into Executive Session pursuant to Section 2(c)(1) of the Open Meetings Act: "The appointment, employment, compensation, discipline, performance, or dismissal of specific employees and the purchase or lease of real property for the use of the public body." Hocking seconded the motion. All present voted aye. **Motion carried.**

Open Session

A motion to return to open session was made by Hocking and seconded by Janice Alka. All present voted aye. **Motion carried.** The meeting returned to open session at 8:39 p.m.

Closed Minutes Approved

Janice Alka moved to approve the minutes of the closed session as read in closed session. Earnest seconded the motion. All present voted aye. **Motion carried.**

Employment of Personnel

Peach motioned to approve the employment of the following:

NON-CERTIFIED

Ron Martin	-District Bus Driver returning to full time status effective September 20, 2016
Heather Will	-Bus Assistant for Brownsville route beginning August 29, 2016

Vi-Linda Lowery -MCMS Part Time Kitchen Worker beginning September 20, 2016  
Charlotte Lofton -SES Part Time Lunchroom Recess Supervisor beginning September 20, 2016  
Janice Alka seconded the motion. All present voted aye. **Motion carried.**

Hocking motioned to approve the employment of the following:

EXTRA-CURRICULAR

Cindy Jones -Co-Swim Team Coach beginning 2016-2017 school year  
Nicole Holt -Co-Swim Team Coach beginning 2016-2017 school year

VOLUNTEER

Syreeta Willis -Volunteer Coach for MCHS Volleyball beginning 2016-2017 school year  
Aaron Croft -Volunteer Coach for MCHS Football beginning 2016-2017 school year  
Clayton Richison -Volunteer Coach for MCHS Soccer beginning 2016-2017 school year

The motion was seconded by Peter. All present voted aye. **Motion carried.**

Adjournment

A motion to adjourn was made by Janice Alka and seconded by Hocking. All present voted aye. **Motion carried.** Meeting adjourned at 8:40 p.m.

**SEPTEMBER SCHOOL BOARD REPORT  
SOUTH ELEMENTARY SCHOOL  
SHEILA ODOM, PRINCIPAL  
SEPTEMBER 19, 2016**

- 504 Meetings: I have held twelve 504 review meetings, meetings have been going well.
- We have been conducting practice drills for various emergency procedures: Fire, severe weather, and earthquake. Updated signs have been hung in the rooms for emergency purposes. They are going quite well.
- Our first PTO Meeting of the year was held on Thursday, September 8th. President, Laura Garrett directed the meeting. The PTO meeting had eleven members present. The fundraiser kick-off, "Yankee Candle Sales", was held on September 1<sup>st</sup> by Joe Judge. Money and orders were due today, September 19th.
- PBIS is off to a great start. Our coach this year is Meredith Alka. Mike Aubrey is the Tier II Coach. These are voluntary positions that take a lot of time. Mrs. Alka started the school with PBIS Kickoff. First and second grade did it on Tuesday, August 16<sup>th</sup> and the Kindergarten held theirs over a two day time period, August 17<sup>th</sup> and 18<sup>th</sup>. PBIS is a fun way for the students to learn the rules and to take responsibility.
- A representative from the Boy Scouts of America visited our school on August 24<sup>th</sup> to invite our male Kindergarten – Second grade students to join Cub Scouts. This is the first year for Kindergarten.
- The students and teachers celebrated Constitution day, today, Monday, September 19th.
- Mrs. Vargo has been very busy handling student issues. Because of the large class sizes it has kept the faculty and staff very busy handling issues of the young children.

**South School's Events: from now until the next School Board Meeting**

Sept. 23: SIP Day – 3 hour early dismissal – Rising Star Meeting and Peer Study  
Sept. 26: Wabash County and District Safety Meeting at MCHS Theater at 7:00 p.m.  
Oct. 3: Administrator Meeting  
Oct. 5: Faculty Meeting  
Oct. 7: Teacher Institute Day  
Oct. 10-15: Fire Safety Week  
Oct. 10: Columbus Day – No School  
Oct. 12: BLLC Meeting  
Oct. 13: South School PTO Carnival

Monday, September 19, 2016

To: WCUSD #348 School Board  
From: Chris Taylor, N.I.C.E. Principal  
Subject: N.I.C.E. September School Board Report

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- \* All students have been administered fall benchmarks in reading and math in AIMSweb and STAR.
- \* 3 hour early out professional development will include Student Learning Objectives for teachers, Bushue training, peer study, and rising star school improvement.
- \* PTO is starting up in the month of September. N.I.C.E. will once again involve parents for helping plan fundraiser possibilities for the upcoming year. We have always had a great group of parents helping out and hope to continue that partnership.
- \* Implementing the "Strive for 5". An attendance initiative for students to strive for 5 or less absents in a school year.
- \* The annual fall fundraiser has concluded. Students in each grade level sold items through Paragon promotions. This is our school's most profitable fundraiser for the year.
- \* ROE inspection was scheduled for 9/15
- \* "Your Choice" program will be began again this year. Fifth grade students will be participating in the after-school activity.
- \* All grade level teachers now have chrome books to assist with instruction in classrooms. This has been a goal for about a year to equip every teacher with one.
- \* Picture day was 9/14 and was provided by Lifetouch.
- \* Attended Wabash County Truancy Review Board's first meeting of the school year to discuss this year's truancy procedures.
- \* Will be participating in the district school safety meeting with local first responders on 9/26.
- \* Have completed 2<sup>nd</sup> fire drills for the year. The next fire drill will be with MCFD.

Dates to Remember

Sep.	6	Admin Mtg. @ 9:00 Dist.
	7	Faculty Meeting 330
	9	fire drill
	14	picture day
	14	bllc 330
	15	ROE inspection
	16	truancy board
	23	3 hr early out
Oct.	5	Faculty meeting
	7	teacher institute
	10	no school
	12	bllc 330
	17	young audience series
	20	3 hr early p/t conferences
	21	p/t conferences

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Attachment #3

*Approved by the Board of Education on October 17, 2016*



School Board Report  
Mount Carmel High School  
September 19, 2016



**PARCC Results**

Individual student results have been given to the students- all freshmen who took both ELA and Math as 8<sup>th</sup> graders, all MCHS students who took English 3 and Algebra 2. I will have a complete breakdown of the results from the spring of 2016 by MCHS students at the November 21 School Board meeting. I have released a media announcement about MCHS results. The PARCC assessment maximum score is 850 points in both ELA and Algebra 2: MCHS averaged 758 in ELA and 762 in Algebra 2, while the rest of the State averaged 733 in ELA and 714 in Algebra 2. Doing the math that is **25 points and 48 points higher than State average**. We were higher than State average last year also by 5 points in ELA and 27 points in Algebra 2.

The State rates the assessment on 5 levels: 1-did not yet meet expectations, 2-partially met expectations, 3-approached expectations, 4-mets expectations, and 5 exceeded expectations. The State averaged a 3 in ELA and a 2 in Algebra 2, **MCHS averaged a 4 in ELA and a 4 in Algebra 2. 60% of MCHS students are meeting expectations in ELA and 72.3% in Algebra 2.**

**Pay to Play and Transportation**

- Fall Sports are nearly half completed and MCHS is working through the Pay to Play and the transportation funding issues that have occurred. No one has been denied having the opportunity to participate in any co-curricular activity.

**School Improvement**

- Mr. Brewer and I have been in many informal classroom observations with a few formal observations. We are viewing students that are very involved with their learning activities, when using google classroom through chromebooks. I have had several parents who appreciate the assignments on chromebooks contained in google drive and the use of remind 101. We believe that this is an excellent opportunity for our students who attend universities. These students are familiar with a platform for learning so it is an easier transition. Several graduates have expressed this to MCHS Faculty and Administration.
- The BLLC group has met and is working to up-date our School Improvement Plan in Rising Star. We are transitioning with Rising Star to work upon five actions that will help improve: communications with parents and students and developing a Parent Advisory Group; work at improving teachers and student's knowledge of google classroom and its capabilities; finding avenues of learning that develop student writing responses; finding ways to facilitate MCHS transition to pathways for careers, and **transitioning to the SAT from PARCC**. Our Faculty and Staff will be working with the Center for School Improvement staff to help with improvements.
- Dual credit classes with WVC completed sign ups. There are dual credit courses in Honors English, Math, Music, Art, Industrial Education, Business, Honors American History, Business, Agriculture, Metals, Art, Spanish, and Health Care. We are looking into further advances in dual credit. We are sending students to college courses in Broadcasting, CEO and Advanced Metal Manufacturing. As well as our students attending Wabash General Hospital for their Health Career Occupation classes. **MCHS teachers are working to attain their Master Degree in their content area so that our**







**students can continue with dual credit classes.**



- MCHS is working upon its two Pathways to Careers: Bio-Medical Sciences and Manufacturing, these were required for District #348 as a RTTT member. We want our students to be able to see the courses needed for fulfilling their career goals. MCHS is very close to completing two more pathways in Engineering and Agriculture. We have good relations with WVC and need to work on creating more partnerships with local business and industries. Goal is to place students in either WVC courses or apprenticeship work related careers as juniors and seniors. **MCHS during the 2016-2017 school year is working to begin a third pathway in Computer Technology with another Project Lead the Way course in Introduction into Computer Science (it is an app building course).**
- There are many new methods being incorporated by the MCHS faculty in traditional classes. There are several teachers who use google classroom extensively and they showed others some of the ways to incorporate into a classroom setting. It is free to educators and makes the transmitting of documents much easier between instructor and student. **With all MCHS students having chromebooks the use of google classroom for most classes is being used extensively. .**
- Wireless access in the building has been very good and with a small change last week all rooms are functioning well. We thank Mr. Smith for all the work to make this possible.

**Homecoming, Alumni and Hall of Fame**

- Homecoming Week was the Week of September 19 to 23. We conclude with the Homecoming Assembly at 10:50 and the Parade at 3:15 pm, the football game on Friday at 6:30; Alumni building tours at 10am Saturday and the dance from 7-10 on Saturday in the cafeteria.

**Emergency Drills**

- MCHS complies with all Evacuation (Fire), Shelter in Place (Tornado), Drop, Cover and Hold (Earthquake), and Bus Evacuation Drills.

**Upcoming Dates at MCHS**-Many Athletic and Band competitions that cannot be placed here

- 9-19 to 23 Homecoming Week
- 9-20 Vocational meeting 7:30 am
- 9-23 3 hour early dismissal  
Homecoming game-Assembly 10:50, Parade begin at 3:15  
Varsity Football at 6:30 pm
- 9-24 Homecoming tours 10 am  
Homecoming Dance 7-10 pm in cafeteria
- 10-4 Department Chair meeting 7:30 am
- 10-5 Picture re-take Day
- 10-7 Teacher institute Day-
- 10-10 No School- G & B Golf Sectional, G. Tennis, Volleyball, JV football all have contests
- 10-11 Faculty meeting 7:30 a,
- 10-12 Project Success meeting 11:45 am  
BLLC meeting 3:15 pm
  - 10-14 End of the 1<sup>st</sup> Quarter
  - 10-27 Red Cross Blood Drive-8 to 1



**School Improvement and Professional Development**

The “Peer Study” topics have been chosen and teachers will meet during the remainder of School Improvement Days and Teacher Institutes to research and draw conclusions about their topics. This is a new approach for professional development that we are piloting this year. If this proves to be a meaningful approach that we can use to influence school improvement we will be continuing the practice for the next few years. The selected topics are as follows:

<b>Peer Group</b>	<b>Topic</b>
Kindergarten/First	Retention
Second	Homework
Third	Writing
Fourth	Teacher Evaluation
Fifth	Student Pride
6-12 Social Studies	Tech in Education
6-12 ELA	Writing
6-12 Math	Student Performance Data
6-12 Science	Technology
6-12 PE/Health	Why Students Fail
Tech/Vocational	Online Resources
K-12 Music	Exit Goals for Music K-12
Early Childhood	Environment and the Child
K-12 Guidance	Truancy

I will be attending the annual Title I Directors meeting in Springfield on September 20<sup>th</sup> and 21<sup>st</sup>. This meeting provides the platform for the Illinois State Board of Education to relay the most current information regarding the rules and requirements for the federal Title grants and to provide updates on new legislation and funding allocations.

**RTI Review**

One of the district action steps identified through our work with the Illinois Center of School Improvement is that of providing professional development to staff working with students in need of academic support. To that end, Mr. Buss and I met with each principal and their RTI personnel during the week of September 12<sup>th</sup> to begin reviewing the process that each building is using to identify and intervene for RTI students. We will be meeting again in the near future to report our findings and make any needed revisions to building RTI practices.

**Grant Activity**

The Title I plan has been reviewed and submitted to ISBE. Board approval is required for this plan in Rising Star.

**Textbook Adoption**

I would also recommend adopting a new 6<sup>th</sup> grade literature book for MCMS. This adoption will complete the alignment of literatures books in all grades at MCMS. The following is my recommendation:

Pearson Common Core Literature (6<sup>th</sup> grade)  
ISBN: 9780133271140  
Copyright 2015

Kevin Smith

WCUSD 348 Technology

September 2016

100 new Chromebooks were purchased for the 2016-2017 school year..

40 went to NICE

30 went to MCMS

30 went to MCHS

MCHS and MCMS are 1 to 1.

NICE has 2 Chromebook carts per grade.

Transportation Report

Karen Stoneberger

9/19/2016

The District currently has 12 Regular Routes with 882 Eligible Riders.

2 Special Needs Routes with 26 Eligible Riders

2 Riders to Norris City

61 St. Mary's Riders

3 Pre-K Riders

Average 656 regular miles daily

Average 218 Special needs miles daily

Approximate daily mileage 14,744 driven

Approximate Special need mileage 7,232 driven

Vehicle scheduled:

15 Sports Trips

6 Teachers and Others

11 Sports Trips@ 1,518

3 Field trips @ 44 miles

I am recommending Heather Will to be hired as the Brownsville Bus Route Assistant, and Ron Martin's status be changed from part time to full time driver.

**SUPERINTENDENT'S REPORT**  
**SEPTEMBER 19, 2016**

**ENROLLMENT INFORMATION & TRENDS**

August 31, 2016 Enrollment (see attached)

**DISTRICT SCHOOL SAFETY COMMITTEE**

The District School Safety Committee (Neil & Kyle) will meet on Monday, September 26<sup>th</sup> at 7:00 pm in the Mt. Carmel Auditorium to meet and review Emergency plans with ALL Emergency Agencies.

**BUILDING AND GROUNDS**

The Building and Grounds Committee will meet in the next couple of weeks to tour the schools and look at Summer projects completed and repairs still needed.

**DISTRICT IMPROVEMENT TEAM**

We have formulated some goals (see attached) and will be working on them with our CSI Coaches and Team. More information to follow when plan is finished.

**1% COUNTY WIDE FACILITIES TAX PRESENTATIONS**

1. Wabash County Farm Bureau
2. Mt. Carmel Kiwanis Club
3. Allendale Ruritan Club

\*Upcoming presentations - Area Economic Alliance (AEA) and Mt. Carmel Rotary Club

**IMPORTANT DATES**

September 19 School Board Budget Hearing at 6:45 pm at NICE  
September 19 School Board Meeting at 7:00 pm at NICE  
September 26 Wabash District #348 School Safety Committee Meeting at 7:00 pm at  
MCHS Auditorium  
October 4 PLC Meeting at 3:40 pm at District Office  
October 7 Teacher Institute Day  
October 10 Columbus Day (No School)  
October 17 School Board Meeting at 7:00 pm at NICE



# Wabash CUSD #348 – District School Improvement Plan

## Wabash CUSD #348 District School Summary

<b>DISTRICT SMART GOAL 1: Prepare Wabash CUSD #348 high school students for College and Career Readiness by providing rigorous curriculum which aligns with the Illinois Learning Standards by high school graduation.</b>		
<b>DISTRICT ACTIONS / WORTHY TARGETS</b>	<b>ADULT PERFORMANCE MEASURE</b>	<b>STUDENT PERFORMANCE MEASURE</b>
<p><b>A: CONNECT DELIVERY OF CORE CONTENT AND POST-SECONDARY IMPORTANCE</b></p>	<p>During a school improvement day, teachers will share two or more examples of how they relate their core content to College and Career Readiness.</p>	<p>PARCC test data</p>
<p><b>B: RE-EVALUATE RETENTION POLICY</b></p>	<p>The District Leadership Team will utilize data from the Kindergarten – 1<sup>st</sup> grade Peer Study on retention practices to make recommendations to the Wabash CUSD #348 Board of Education regarding the promotion policy.</p>	<p>Collect data regarding student retentions or lack thereof.</p>

<b>DISTRICT SMART GOAL 2: Wabash CUSD #348 employees' absences will decrease by 10% by the end of the 2016-2017 school year.</b>		
<b>DISTRICT ACTIONS / WORTHY TARGETS</b>	<b>ADULT PERFORMANCE MEASURE</b>	<b>STUDENT PERFORMANCE MEASURE</b>
A: COMMUNICATE NUMBER OF DAYS ABSENT TO STAFF.	Wabash CUSD #348 employees will be notified quarterly of absences (sick and personal) used during the school year.	PARCC test data.
B: BUILD APPRECIATION FOR EMPLOYEES.	Wabash CUSD #348 will establish rewards for employees with exemplary attendance.	PARCC test data.
C: COMMUNICATE WITH UNIONS REGARDING THE IMPORTANCE OF ATTENDANCE AND THE EFFECT ON STUDENTS.	The district superintendent will meet with union officials at the beginning of the school year to share information on the importance of employee attendance.	PARCC test data.

<b>DISTRICT SMART GOAL 3: Wabash CUSD #348 will increase the number of special education students that meet the state performance targets.</b>		
<b>DISTRICT ACTIONS / WORTHY TARGETS</b>	<b>ADULT PERFORMANCE MEASURE</b>	<b>STUDENT PERFORMANCE MEASURE</b>
A: PROVIDE PROFESSIONAL DEVELOPMENT TO STAFF WHO ARE WORKING WITH RTI AND SPECIAL EDUCATION STUDENTS.	Training will be provided during school improvement days.	AIMSweb and STAR testing data.
B: CLOSE THE GAP BETWEEN DISTRICT ASSESSMENT SCORES AND STATE TARGETS BY PROVIDING MORE TARGETED INTERVENTIONS.	Staff will evaluate the AIMSweb and STAR data.	AIMSweb and STAR testing data.