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Meeting Name Administrative Liaison Meeting
Date 12/17/2018
Time 12:00 PM

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Topic	Preparation	Notes	Outcome	Follow Up Needed
SHARE INFORMATION				
1. Finance Committee Time allotted: 30 Leader: Nancy Sporer	Nancy provided MOE and Procedural change memo; need to discuss payments to cooperative for tuition/substitute pay	IDEA Grant; MV retains 2%; treating it like all other operational overhead costs; How will this affect cash flow?/many unfilled support staff- high numbers; district request floating para per program; some districts hiring nurses instead of para in high need classrooms; if you input FTE of students in ISTAR will automatically calculate partial enrollment	PD: bill separately for anything that is not tuition-related; Cash flow- the 70% up front billing has assisted with cash flow and able to turn IDEA dollars over faster- this year went very well/ TA = $95 & $110; LT =$105 & $140; second semester bill in February;	Nancy will bring PD costs to next meeting and determine budget versus % billed; floating sub for ABLE and ELS build into budget; Communicate to those inputting student info into ISTAR district level for part time students = more accurate tuition billing
2. Program updates Time allotted: 15 Leader: Coordinators		ELS status quo, increasing the amount , will be increasing amount of time BI in classrooms, discussion about restraint forms in Embrace;/ Safe schools the same-ebbs and flows some districts are not going	data	Need to address SW minutes on IEP versus "built into the program"; need to transition back to showing all services on IEP

		districts are not going through BOE and do administrative transfers/agreements; elementary combined class;/ABLE- some TA movement; medical issues always a concern; question regarding inclusion minutes and how identified in IEP; gathering data on need for SW		
3. January Program Projection Meetings		will be meeting in January with program and will start projections		

INPUT for a DECISION

3. Indicators of Excellence Time allotted: 15 min Leader: Fidishin,	Review drafts of MV developed Indicators demonstrating program success	Too many; need measurable tenants, and possible	Fidishin, will develop universal tenants with program specific "other thans"	Tabled
2. VI and O & M for 2019-20 Time allotted: 15 min Leader: Fidishin,	Need to verify if this includes O & M and/or MV programs		MV will provide VI to those students in MV programs; O & M Central MV only; Batavia MV only; 303 all; 302 all; 304 all	

3. ESY Location and Dates Time allotted: 5 min Leader: Fidishin,	Need to finalize to advance prepare	2 locations: 1 EC/elem, 1 HS; 304 would like to consider Fabyan and GMS south or north; stagger start; $5000 for ESY coordinator; Mon-Thr, 8-12; dates 7/8-8/1 tentatively	Lisa and Anne will investigate;
4. What do you wish to do with dead and VI files Time Allotted: 15 minutes Leader: Fidishin	In an effort to maximize storage; review current procedure; need agreement on all	**VI files all returned except for MV students;** VI materials at Fox Ridge will be inventoried by Tanner then share w team	VI files: 303 Denise Schafer at Fox Ridge; 101 destroyed; 304 destroyed; 303 destroyed; 301 destroyed
5. Difficult to Test Clinic Time: 10 minutes Leader: Fran		NIA asked Fran if Difficult to Test clinic could be housed in Kaneland; done at MV in the past;	Liaisons request testing at MV; Tanner and Maura will follow up

6. Class TAs vs. 1:1s Time Allotted: 15 minutes Leader: Fidishin	Looking at teacher-para ratios for programs and class sizes; redefining the positions;	Batavia does this in the IEP; as does Kaneland-student with significant health issues-look at program needs versus student needs; 304 placing w some students because of need; all about how you communicate this to parents; it's a Service not a Person; when is it separate on the bill; exceptions? parent classroom otherwise		
7. Additional Behavior Interventionist/AT Time Allotted: 15 Leader: Fidishin	How to best present the need versus scheduling	Less support for teachers	Need to get the data to demonstrate	
8. Essentials of an IEP/IEP Meeting	What are the universally agreed-upon components			Tabled