

Administrative Liaison Meeting
Minutes
February 24, 2014

1. Announcements/Reminders/Follow-up
 - a. Professional Development opportunities were distributed highlighting the Facilitated IEP training and the Midwest Educational Leadership Conference, both in June. **For the IEP training, member districts have first priority, so districts are encouraged to register as soon as possible.** There is quite a bit of interest throughout the region.
 - b. ISBE Complaint Process Revision was reviewed. A copy of the district response must be sent to the complainant. If student records are involved, consent to release must be obtained.
 - c. OT and Medicaid Consent. It appears that although the state requirement for a physician's order to commence OT services is no longer necessary. However, in order to claim the student for federal Medicaid funds, it is still necessary. Steve Karuna is working on it and will update us as soon as he has more information.
 - d. Class size update. Gone to a stakeholder committee.
 - e. Administrator Breakfasts: Replaced by session sponsored by MV and ROE by Christina Sepiol on June 12 (Thursday) with administrator academy credit. Flyer to come.
 - f. Transition Training and Network update. The training went well and will be offered again next fall. The group is meeting on March 6 and will be discussing assessments and a transition fair next spring.
 - g. Extra Mile was distributed.
 - h. Technical Assistance Description was reviewed and accepted. It will go to printing and be ready for the next meeting.
 - i. Facilitated IEPs: June 16 and 17, Pheasant Run. Preliminary registrations will be due before spring break to determine if a second session will be offered.
 - j. February 28 Institute Day: 90 registered for Anita Archer; 48 for strengthening the core; 230 for Pam Leonard!
 - k. IDEA Technology Guidance: Form 7377 for SLP license exchange. **Staff should be aware that if they exchange their teaching license, it is irrevocable and they will not be eligible for the principal licensure.**
 - l. ISBE Grant Information was distributed.
 - m. News from the Roundtable: Student Growth is a very hot topic. We will discuss it at our next administrative liaison meeting.
 - n. Indicator 13 deadlines. Warnings will occur for NA in the independent living section. Corrected information will be due in October.
2. News from IAASE Winter Conference. Everyone enjoyed most of the sessions. More details will be shared at the next meeting.
3. Upcoming events
 - a. 2/27 Parent Network 7-8:30
 - b. 2/28 **Institute Day, Anita Archer, Pam Leonard**

- c. 3/6 Transition Network, 3:00-4:30
 - d. 3/19 or April 16 Difficult to Test Clinics
 - e. 3/20 Year 2 behavior cohort (301-302) Modified CHAMPS
 - f. 3/24 Administrative Liaisons
 - g. 3/25 Autism cohort
 - h. 3/26 Board meeting and workshop
4. Professional Development Attendance
 - a. Attendance was distributed. Over the past three years, shared professional development has been well attended by all of the districts. Many topics and sessions have been offered.
 5. Needs Assessment Results
 - a. Natalie distributed the results of the needs assessment both from a cooperative and district level.
 - b. It is interesting to note that the areas of need have been addressed by professional development activities and are improving.
 6. Professional Development Planning for 2014-15
 - a. Topics: Transition, autism, assessment, behavior change, Netchemia, facilitated IEPs, Institute Day, CPI, legal/compliance, unanticipated activities. Total cost: \$25,000.
 - b. MV Professional Development: Goal writing/progress monitoring, common core/special education, student growth, PARCC, transition/voc for high functioning students, video modeling, instructional technology, STARS autism training, specialized professional development.
 7. Technical Assistance for 2014-15.
 - a. It was determined that the 1.5 Behavior Technical Assistant positions should be returned to the IDEA budget and that consultation would be removed.
 - b. AT technical assistance should be removed from IDEA and added to the program distributed costs.
 8. Projections and Enrollment Discussion, 2014-15
 - a. CLASS enrollment is low and uncertain at this time.
 - b. New Directions sections will all start fairly full.
 - c. ELS enrollment is as expected.
 - d. ABLE enrollment is as expected.
 - e. New Pathways may require another section.
 - f. SAIL enrollment is very uncertain at this time for both ECC and WCC programs.
 9. ESY
 - a. Signed referrals due before spring break
 - b. Parent packets due May 1st.
 - c. **Remind staff to add Form 10 to the referral packet.**

- d. **Goals for ESY. If you want to collect CBM information, or other kinds of assessment information, staff must send it along with the student.**
- e. **The program can't provide specific curriculum or methodology, because of the wide range of students.**

10. FABIP Committee Report

- a. The committee has developed guidelines and possible recommendations for form changes. The committee's work will be reviewed at the next meeting before meeting again in late spring.

11. New requirement, warning signs of mental illness: Plans for implementation. Next meeting.

12. Another new requirement: Sexual predator training all ages, grades (Sarah Erin's law). Next meeting.

13. Just one more new requirement: Indicator 13 checklist, Data Verification Rubric. Next meeting.

14. Netchemia.

- a. **ECE Standards are available on the goals page by clicking on the search button and then clicking on EC.**
- b. SEL standards are being piloted now.
- c. Cross-over minutes (over summer; semesters): an item for the next meeting.
- d. Printing in Chrome book: Next meeting.
- e. Secretary training: Items from the training were distributed. The secretaries would like to meet with other secretaries more regularly. Perhaps we'll schedule a session in the summer!
- f. Deactivating students: Next meeting
- g. Customer portal: Next meeting.
- h. Lisa showed us all how to have the forms translate if you are using Chrome as your browser!!!

15. Board Meeting, March 5, 9:00. The Board agenda was reviewed without changes.

16. Repairs for Shared OT-PT Equipment: Next meeting.

17. ECE Outcomes: Next meeting.

- a. Form under special education programs/outcomes system. Are we all using the same form? What form would you like us to use for our ECE reporting to the districts.
- b. Which assessments are used and required?
- c. Who should get the forms from the cooperative students and when?

18. Summer Evaluations: Next meeting.

19. 504: Continued at every meeting! At the next meeting, we will discuss the definitions and what each district is doing for evaluations, notifications, etc. Next meeting.
- a. D101
 - b. D301
 - c. D302—Principals
 - d. D303—Psychs
 - e. D304
 - f. 504s and IEPs: In general, there should be only one document. Accommodations can be entered on the IEP for students who meet all three of the following questions:
 - 1) Have a disability?
 - 2) Does it have an impact?
 - 3) Does the student require specialized instruction?
 - g. Assistive Technology with 504 plans? Related services on 504 plans?
 - h. What is the definition of specialized instruction?
 - i. Does the student require general education accommodations or adaptations? OR Does the student require support, supplementary or corrective services?

Future File:

- 1. Student Growth for Special Services**
- 2. FABIP Guidelines to date**
- 3. Early Childhood discussion**
4. Reevaluation Procedures
5. Diabetes/Health Care Plans
6. Eligibility Pages: SLP
7. Assessment of 12th grade students
8. Amendments, when are they appropriate?
9. Use of proportionate share
10. What's special about special education?
11. What's co-teaching?

Next Meeting: March 24, 12:00-4:00.