

Administrative Liaison Meeting  
Minutes  
September 26, 2016

1. PowerIEP items:
  - a. Issues: Carla will try to schedule a meeting for early Thursday morning at IAASE with Gus or his representative regarding the student records and SIS.
    - i. Student record override, save vs refresh.
    - ii. Student record corrections and SIS. How should we proceed?
    - iii. District assessment on assessment pages “Student will not participate in district-wide assessments” followed by a text box. This is a request that Carla will request again.
    - iv. Fitgram is included on the assessment pages.
    - v. Blank FACTS form will be added to the District Documents.
    - vi. Autism changes. We need to assure staff that the changes that were made over the summer are fine.
  - b. The recommended change on the SL Eligibility page. We will discuss this issue with the committee at the meeting in November.
  - c. Standard documents review. Done.
  - d. Requests for SL referral. Removed.
  - e. Trial run on Accommodations reports. All accommodations need to be entered into 2.0. Each district and MV will have to decide if they want their staff to complete new assessment pages and call it the active IEP or if they want to assemble the information in a different way for this upcoming testing season.
  - f. Power504 changes. Jaime is going to get the recommendations to BDS and bill to Carla.
  
2. Announcements/Reminders/Follow-up
  - a. Staff Openings. Just TA openings in all of the districts and MV!
  - b. Professional Development. Several options were distributed.
  - c. IAASE plans. Several are going to the Administrator Academy or Board meeting on W. We will meet early with the PowerIEP folks on Thursday before the conference begins. We’ll cell phone each other to meet for lunches.
  - d. Infinitec update. Carla will schedule a time for Fran and Mike to meet with Maureen outside of the Liaison meetings when she returns from her vacation.
  - e. Mental Health Partnership meeting on Friday was very productive.
    - i. The purpose of the Partnership is to foster relationships, services, and professional development opportunities with the schools.
    - ii. The resource directory is being passed to the Health Department.
    - iii. If there are training needs, the school personnel should post a request to the listserv.
    - iv. Schools and community agencies should continue to post opportunities for training, support and services through the listserv.
    - v. We will be planning a community event on the March 3 Institute Day with Shannon Suldo as our speaker and a community resource fair. There will be two purposes: (a) for school staff to be as knowledgeable as possible

about community resources and (b) to listen to a speaker who will help guide the planning process for school personnel to deal with growing concerns related to SEL.

- vi. It is very important that schools continue to be represented at the Partnership meetings.
  - f. EI Reports in IWAS. The process was reviewed and discussed.
3. Student Records
    - a. Original copy of reevaluations and IEPs at the district office.
    - b. Eval at parochial, but not eligible, file in inactive files, destroy after 5 years.
    - c. Records request for special education file; sent from district office; certified mail.
    - d. Shred duplicates from schools at the school site.
  4. Assessment Updates.
    - a. KIDS Assessment will be on hold until further information becomes available.
    - b. Preschool ACCESS. District staff will be assessing the students in the preschool at Fabyan and Fox Ridge.
    - c. ACCESS testing. The ELL staff in the buildings will assess the students. No need to distribute a list to the liaisons this year. We will just need to remind the case managers of the requirements for specific students.
  5. IDEA Grant Update. Everything is submitted and approved.
  6. Professional Development
    - a. Kane County Institute Day. The format has changed. Each districts will check to see if district staff are going to be required to attend. If not, it is recommended that SWs and school counselors attend the session being planned by the Mental Health Partnership.
    - b. Restorative Practices. Administrator academy is not available at this time for the overviews for administrators because the time requests are not the same. So far, just D101 has scheduled their meeting with Jen. As the plan rolls out, a more firm plan for administrator academy credit may be pursued.
    - c. Shannon Suldo. (See above.)
    - d. Transition Network Plans. The fall Transition network will be cancelled. The January (or so) session will be held with the topic being compliance and paperwork. In the Spring, we will host a Network session again with information from the Transition Conference and monthly transition meetings in the county.
  7. Revised Tuition Bills. Next meeting.
  8. ESY goal information was distributed so that feedback can be provided to staff members.
  9. MJC Information. Next meeting.

10. Upcoming dates/events:
  - a. 9/28-30 IAASE
  - b. 10/5 **Board, 9:00**
  - c. **10/5-6 My Service Tracker Training**
  - d. 10/14 Psych/SW Network
  - e. 10/14 **SLP Network: Mary Eannace**
  - f. 10/21 Progress Monitoring for New Staff this and last year
  - g. 10/24 NIA + Liaisons, 11:30
  - h. 11/2 Board
  - i. **11/28 Liaison meeting starts at 11:30 and includes SLPs for criteria feedback**
  
11. Board meeting agenda, October 5, 9:00; Special meeting with liaisons, 8:00. The agenda was reviewed without changes.
  
12. Free and Reduced Lunch.
  - a. Who is determining whether or not students are eligible for F&R? Each district business office. When the registration packets are received at the home school, the forms are sent to the business office. The business office approves the applications and should keep a list. If there is a question about where a student is attending, the student information should be available in the district SIS system.
  - b. How is the information getting to the serving school? If the student is a MV student, the business office should forward that list to MV's business office (Nancy). Nancy will compile all of the district information send it to the serving district's business office and serving schools.  
For MJC, Nancy will work with D303's business office.
  - c. How is the information getting to PushCoin? Each serving school should provide all attending students with information regarding the school lunch program.
  
13. Secretaries meeting. The secretaries felt that the meeting was helpful and productive and that they were making positive connections and relationships. Next meeting, January 20, 9-11, D101 Administration Building, hosted by Lisa.
  
14. Travel approvals. There was a discussion of travel approvals for conferences and professional development opportunities.

Future File:

1. Assessment of 12<sup>th</sup> grade students
2. Transportation billing

***Next Meeting: October 24, 11:30 with NIA***