

Administrative Liaison Meeting
Minutes
January 28, 2013

1. News from the Districts
 - a. D304 is conducting a boundary study
 - b. Lucas has done very well at the feeding clinic and has graduated!
2. Announcements/Reminders
 - a. Professional Development opportunities were distributed.
 - b. Second Safe Schools Meeting/Lunch: February 13, 12:00-1:30 at MJC.
 - c. Extra Mile was distributed.
 - d. Low vision clinic, **March 6 and April 17. Note: The dates on Monday's agenda were an error.**
 - e. Region II Roundtable notes were reviewed. Highlights included the Director's conference dates (August 7-9), nominations for awards, questions regarding the use of CSNs and RNs, and making sure your students are on the PUNS list to be eligible for the Legis class action suit.
 - f. FAQ re: Medical Reviews was distributed with a brief discussion.
 - g. IAA Training, February 7 or February 12; 3:30-5:00; flyers have been sent to administrative liaisons electronically.
 - h. Grant amendment date; not necessary this month. Will review next month.
 - i. 5 Essentials Survey; no decision yet regarding the cooperative; each district is making its own decision regarding implementation.
 - j. Extra-Curricular Guidance from OSERs was distributed.
3. Vocational Program Discussion
 - a. Parent letters and data sheets were distributed.
 - b. Parents are invited to a meeting on 2/4 in the evening.
 - c. This change is a program improvement in order to assess the performance of students and match their vocational experiences to their needs. It also helps with communication and the transitions into the programs for 18-22 year old students. Materials were distributed and briefly discussed.
4. Shared Professional Development
 - a. RtI for SLPs in 303; still no firm date; looking at a Tuesday in April and May; **John will get back to us.**
 - b. Request for ADOS training; Natalie will check in the p.d. network for this year; otherwise very early in the fall for SWs, psychs, SLPs. **Check to see if you have version II.**
 - c. 2/14 Full-day training for SWs and goal writing/progress monitoring: D301, D302, D101, D303 not likely, D304 not likely. So, it's a go. Natalie will put together a flyer and send to liaisons.
 - d. Anita Archer is an extremely well-respected author and trainer was suggested by Fran. Natalie will look into her availability for the next Institute Day.

Administrative liaisons were encouraged to discuss this option in their districts for all students who are at-risk of reading failure.

- e. Behavior training sequence: upcoming dates—Feb. 13 new cohort from Kaneland and Burlington; Feb 21 D303 and 304 HS, MS; Feb 26 all districts Elementary EC school anxiety; April 9th everyone finishes April 9th, MS, HS; and April 18th elementary
 - f. Planning for 13-14: Natalie will add a question about future planning in her survey. Administrative liaisons need to decide how the cohorts will continue next year. The teams that are performing well have obvious administrative/principal support. Or, teams have informal, approved authority to make decisions and lead others. **What is the overall intent of these teams and how will they be supported?** An summer administrative academy for principals was one possibility suggested.
 - g. IDEA grant; no need to hire an extern for next year. This type of behavioral expertise requires a different kind of experience. We will be discussing Natalie's position and the AT position at the next finance committee. We believe we will need a little clerical assistance for Natalie. And, we would like to increase our AT from 2.5 to 3; D301 and D302 may want to purchase one day of AT services because the larger districts have their own staff. We believe that the amount allocated for shared professional development is sufficient, but more information will be discussed at the finance committee meeting.
5. Behavior Technical Assistance report
- a. Autism: There was a request for Autism training similar to the model used this year at MV (training and coaching). It was suggested that if the districts are to use this training, **that teams of special education staff be identified**, probably those who work with the self-contained programs. The number of teams needs to be restricted in order to have the coaching component work well. **As with the behavior training sequence, these teams need to know their purpose.**
 - b. CPI: New staff who need training? January 31 and February 1st in D101. Initial and refresher in the p.m. of 2/1.
6. Netchemia Changes
- a. Parent/Guardian Sign-In. Complete.
 - b. Memos regarding Netchemia are on the MV website.
 - c. Reevaluation sign-in update. Should be completed this week.
 - d. Goals page is locking. Carla will contact Netchemia.
 - e. Dismissals were discussed regarding SL label. Some of the group thought it required a reevaluation to dismiss; others did not. District decision.
 - f. Adding needs would require a reevaluation.
7. OT/PT
- a. Reminder regarding dismissals; referral cut-off will be spring break.
 - b. Schedules were distributed and discussed. There are concerns about the number of groups, the open slots in the schedules, and the number of hours in the school day.

- c. Swing protocol communication. It was suggested that the revisions be shared with the administrative teams in the district. Carla will put it on the MV website under district resources.
 - d. Sensory Integration discussion/goals will be discussed at the at next OT/PT department meeting.
 - e. Consultation discussion. The group met in small groups and then together to determine their definition of consultation. This definition will be shared with the OT/PT department.
 - f. 2 Contract COTAs and one OT will starting in the next few weeks to cover the missed minutes due to extended staff absences. Principals and parents have been notified that all the minutes will be made up by the end of the year. Even when the staff return, these additional contract personnel will be available to double up the minutes until they are complete.
8. Possible New Programming Options:
- a. HS Significant Autism; it looks like 4 students may be in this program. Budgets will be created and brought to the finance committee.
 - b. Full-Day ECE Autism; it looks like 5 students may be in this program. Budgets will be created and brought to the finance committee.
 - c. MS behavior/autism/ED-type kids; not at this time.
 - d. A similar program (CLASS-like) at HS; not at this time.
 - e. At-Risk General Education Students; tabled until next meeting.
 - f. Additional services: Technical Assistance, Assistive Technology, Others?, vocational/job coaching; tabled until next meeting.
9. PALS 8th grade; Linda will talk with the principal at Prairie Knolls to see if there are any issues with keeping the 8th grade students in the 6-7th center. If there are no issues, we will continue the program there.
10. ALOP: Next meeting
11. ESY
- a. Staff and parent information; Ferson Creek is the third location. All information is on the web-site under ESY.
 - b. SL Criteria will be the exactly the same as the overall criteria. We have reviewed it and can't see why there should be a different one. **Administrative liaisons are to share this decision with their staff.**
 - c. ECE concern with the hours of the program being 4 hours a day when students have a 2.5 hour day during the school year. We will see how it goes this year. It would be too difficult to make other arrangements and the students would not be eligible for reimbursement.
 - d. It was suggested that the ESY teacher and referring teacher meet prior to ESY. More discussion at the next meeting.
12. NIU Partnership. Next meeting.

13. Board Meeting: February 6, 9:00. The items were reviewed without changes.
14. Excess costs were discussed and a table distributed. It is not worth the effort to seek reimbursement for extraordinary costs. MV will no longer perform this function on behalf of the districts.
15. Assessment of 12th grade students; Next meeting.
16. Homebound and IEPs; Next meeting.

Future File:

1. Reevaluation Procedures
2. Diabetes/Health Care Plans
3. Registration Procedures/Consistencies
4. Eligibility Pages

Next Meeting: Tuesday, February 19, 1:00; note that the date is not our typical date.