

Administrative Liaison Meeting
Minutes
August 31, 2015

1. Discussion Topics

a. PowerIEP

- i. 10 Day Waiver Form. Carla will contact the BDS team to turn the form back on.
- ii. Set as Current IEP should be clicked every time an IEP is created. All users need to have this permission. (We will ask about all the permissions for users at the administration training on Thursday.) The submit button goes to the administrator or IEPoint person. Each district can direct it as you want it. (At Admin training we can ask if Submit can be hidden, deleting goals, etc.)
- iii. SIS integration. For now, the cooperative is hand-entering information on the demographic information page and informing the SIS coordinators. It appears that for some districts quite a bit of demographic information is missing. If you put something in an empty cell, it will merge overnight. However, if you change something in an existing cell, the FTP upload will override it. D301 and D302 are changing SIS systems, so the process is taking longer than expected.
- iv. Q & A. Thanks to Lisa for such a great step-by-step document. We really appreciate you sharing it with us.
- v. D101 has implemented the duplicate IEP function at least temporarily; all other districts will consider this option and will change the user settings accordingly.
- vi. Duplicate students can be deactivated if there is no data in any of the forms. If there is information in any of the forms, the duplicate students can be merged after contacting PowerIEP.

2. Announcements/Reminders/Follow-up

- a. Professional Development Opportunities were distributed.
- b. Extra Mile was distributed.
- c. MV Staff lists were distributed with staff, addresses, supervisors, start-end times, etc. ***Note since the meeting: The drop-off/pick up time for Blackberry Creek and John Stewart has been moved up by 10 minutes to prevent congestion at the buildings.***
- d. IDEA update. Waiting on one more change.
- e. News from the Director's Conference. Information was shared regarding testing, LRE cohort, service animals, and other pertinent topics.
- f. SIS/Testing Coordinator meeting 9/17. Discussion of purpose and agenda items. (KIDS assessment, PARCC deadlines, issues from last year, etc.)

3. Mental Health Partnership—September 25, 8:30-11:00 at the Geneva Administration Offices. Future dates: 11/20, 1/29, 3/25, 5/27.

4. SL Committee Dates: 8:30-10:30--9/18, ~~10/9 (SIP) OR~~ 10/16, 11/13, 12/4, 1/29, 2/19, 3/18, 4/29, 5/13
 - a. Purpose: to review Speech/Language eligibility; educational adverse impact; exit criteria
 - b. Nominations to Jennifer by Labor Day
 - c. Participants will earn CEU maintenance hours for both network and committee
5. SL Network Dates: 12:00—10/30, 2/12, 4/22. Voluntary, topical, support and case discussions.
6. RtI Committee Suggested Dates: Fridays at 12:00—11/13, 12/11, 1/22, 2/26, 3/18, 4/15, 5/13
 - a. Purpose: To review the forms and structure of the PowerIEP system and to report back to district committee about options available.
 - b. Nominations at the next meeting.
7. Board workshop planning
 - a. Carla will share the year in review.
 - b. District data is not available from the state. Each district will share their special education plans and how they plan to work with the cooperative.
 - c. Strategic Planning. The strategic plan should be renewed in 2016. At the meeting, there will be a review of the current plan, mission and vision with an eye on the future.
8. MV plans for next year
 - a. CLASS program has very few students this year.
 - b. H.S. Autism class. There will be 4-5 students who will be eligible for a high school program. The issue will be space.
 - c. MH resources via ALOP
 - d. There was a discussion about options for ESY for ND students. Several good ideas were suggested. Options will be presented and the next liaison meetings.
9. Professional Development Report
 - a. ASSIST Training 10/5-6 requires very strict participation from the attendees.
 - b. Karin will scan the sign-in sheets from professional development.
 - c. Jennifer will split the allotted days when sharing professional development with the districts.
 - d. Psych network--CBA has 15 registrants. We will open the session to the psych listerve after this week.
 - e. CPI training. Tracy Linning will become an additional trainer so that the behavioral coaching days will not be impacted.
 - f. No registrations for discrete trial training. It will be cancelled.
 - g. FBABIP changes to the forms and guidance documents were shared with district personnel and will be on the website. These changes are already in the PowerIEP custom forms.

Transportation concerns

- h. MV is offering a two-hour bus driver training for drivers in D301. It will cover basics such as communication, visuals, etc. We will be happy to do the same in any of the districts. Next year, we will put this on our summer “to do” list!
 - i. There have been many serious issues with Illinois Central so far this year. District personnel are reviewing the details of the transportation contracts and will let MV know if other arrangements need to be made.
 - j. Health information. There was a discussion of sharing health information with bus drivers/transportation departments. Final decisions will be made at the next meeting. Some ideas included:
 - i. Sharing health records, but there are concerns about confidentiality
 - ii. Confidential sheet given to the parent to give to the driver
 - iii. Using the basic emergency forms
 - iv. Carla will inquire about NSSEO’s model
10. Upcoming events and professional development: (See Professional Development Calendar and/or MVSE website.)
- a. 9/2 11:30-2:00 Board Workshop
 - b. 9/3 Kaneland Play-Based assessment with Toni Linder. Open to everyone.
 - c. 9/3 PowerIEP Admin training—Geneva Admin. 8:00-3:00**
 - d. 9/10 SAIL Open House at Shelby
 - e. 9/11 Psych Network
 - f. 9/15 FABIP Training
 - g. 9/17 Assessment/SIS Coordinators 8:30**
 - h. 9/18 SLP Committee
 - i. 9/21 Initial CPI
 - j. 9/22 Refresher CPI
 - k. 9/23 MJC Open House
 - l. 9/25 MH Partnership**
 - m. 9/25 Discrete Trial Training
 - n. 9/28 Liaisons**
 - o. 9/30-10/2 IAASE Meeting and Fall Conference. Everyone’s going!
 - p. 10/2 SW Network
 - q. 10/5 ASSIST Suicide Prevention Training, Tentative
 - r. 10/7 or 10/8 My Service Tracker Training
11. Board meeting agenda, September 2, 2015. The agenda was reviewed without changes.
12. Transportation billing/formula and procedure was discussed. It was suggested that we collected additional information for further discussion at the next meeting.

Future File:

- 1. Extended School Year for HS; non-disabled peers**
- 2. Transition services decisions: Review of TAGG**
- 3. Eligibility Pages: SLP—Consultant, Committee**
4. Assessment of 12th grade students

Next Meeting: September 28, 12:00-4:00