

Administrative Liaison Meeting
Minutes
April 22, 2013

1. News from the Districts
 - a. D101 Kelly Karnick is going to be the Director for C & I
 - b. New AP (Lenny Depascali) at BHS replacing Joanne Smith
 - c. D303 hired 6 AP openings at the HSs; 1 remaining
 - d. D304 is starting the contract committees about workload; will be asking for information and then sharing it
 - e. D301 Esther is now the Assistant Superintendent; looking for a business manager

2. Announcements/Reminders
 - a. Professional Development items were distributed.
 - b. Projections have been returned and will be included at the finance committee. The next steps are to obtain all the necessary paperwork by the end of the year. Carla reminded folks about the required paperwork and will compile a list of students for whom paperwork is needed by the end of the year.
 - c. eSignature Online. Discontinued.
 - d. Program name changes: ELS (Educational and Life Skills) for PALS-VIP
ABLE (Ability-Based Learning and Education) Multi-VIP
 - e. Explore/Plan participation, September 16-November 8; Everyone wants them to participate. 8th, 9th and 10th students at MJC; Melissa will be contacting the testing coordinators to order materials and MJC staff. We will provide names of current and projected students.
 - f. Finance Committee 4/25 1:00
 - g. Special Board meeting 4/25 8:00
 - h. June Special Liaison Meeting: May 31 4:00

3. Shared Professional Development
 - a. CPI refreshers. Have staff RSVP Bonnie. carlson@d303.org if you want anyone to attend our summer sessions.
 - b. Autism teams: D304 waiting for applications; D303 through Laurel; D302 many team members; D101 in May; D301 in May.
 - c. All proposed dates and topics to be confirmed at the May meeting.
 - d. Discrete trial to include D302 EC staff and possible elementary person from D301 on August 30th. Paras and some certified staff will attend.
 - e. FABIP committee nominees by the May meeting. Looking for a mix of age levels, roles.
 - f. Parent University a Saturday in Jan or Feb. Location could be GMSS, attached to Friendship station. Alyson Beytien would be a great speaker.

4. Medicaid consent changes. Carla distributed suggested guidelines once again. Each district will be responsible for handbook changes or letters to parents as appropriate. It is now only necessary one time at initial referral, so MVSEC staff will not need to complete this step. Districts will create their own procedures.

5. Netchemia Changes
 - a. Reevaluation function is now operable.
 - b. State IEP system is now available! We have yet to see anything else about it. Obviously, there are concerns with errors due to the IEPs creating the IEPPoint reports, etc.
6. OT/PT
 - a. Board Briefs were distributed with a summary of accurate information regarding the process so far. District representatives were encouraged to share this information.
 - b. Consultation minutes were discussed. Carla will redraft and share with the department.
 - c. Monthly screening/evaluation reports were distributed.
7. New Programming Options and locations:
 - a. Full-Day ECE Autism: 4 students (3-4 year olds). Working on a St. Charles location as the first choice. Batavia AGS is also a possibility.
 - b. Transition Case Management: 6-8 students. At this time, we are able to handle this caseload without a staff increase.
 - c. Technical Assistance: Autism. We will review the projected costs at the finance committee.
8. Board Meeting, May 1. The agenda was reviewed with no changes. Waiting for the information regarding Safe Schools.
9. NIU Partnership. Declined at this time.
10. Assessment of 12th grade students. Next meeting.
11. Homebound and IEPs, discussion item
 - a. When do you amend the IEP? If homebound is supposed to be provided, it has to be provided within 5 days. Sometimes the service starts before the IEP team can meet. The IEP needs to be amended if services are going to be provided, even if it is a short period of time or periodically. Parents need to be invited to the meeting, but may opt not to attend. If so, the team may amend the IEP as usual. **John has some draft procedures he can share.** The information is included on the additional notes and may be included on the placement page. If the student's absence is long-term, then the placement page should be changed.
 - b. Pay hospitals the tutors' hourly rate, rather than the billed costs from the hospital.
 - c. Do we provide related services? It depends on what the team decides.

Future File:

1. Reevaluation Procedures
2. Diabetes/Health Care Plans

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4. Eligibility Pages: SLP

Next Meeting: Monday, May 20, 1:00