

Administrative Liaison Meeting
Minutes
February 19, 2013

1. IAASE Winter conference; John, Sarah, Laurel, Beth, Betsy, Jerel?; Carla will make arrangements for dinner on Tuesday
2. News from the Districts
 - a. D301 needs a .5 SLP for EC
 - b. Gene Olson has a position as the Director for Glen Ellyn D89
 - c. Brad Cauffman will be taking a position in Naperville
3. Announcements/Reminders
 - a. Professional Development opportunities were distributed including a suggestion to attend the Midwest Educational Leadership Conference in June.
 - b. Extra Mile was distributed.
 - c. Low vision clinic. The correct dates are ***March 6 and April 17.***
 - d. Northern Illinois Roundtable notes (see items below)
 - e. IASA Nurse Letter was discussed. There may be changes to the rules because this would be such a hardship on the downstate districts.
 - f. Class size was also included in the IASA letter. It appears that ISBE wants special education class size to be a local decision. This is causing concern in the advocacy groups. The other issue is the 70/30 rule. Advocates are in favor of abolishing that rule. At the very least they would like to reconsider the inclusion of students with milder disabilities as they did with SL students.
 - g. IAA Training attendance was distributed.
 - h. Grant amendment date; March 22, if you are amending.
 - i. 5 Essentials Survey will not be completed by the cooperative because we have fewer than 8 teachers in one location.
 - j. New staff NetIEP refresher, August 14. Next meeting, we will share some of our handouts.
 - k. PALS 8th grade will be at Prairie Knolls, even though it is a 6-7 center.
 - l. ESY Referrals due March 15; Parent registration packets due April 15. The parent brochure was distributed and is available on the website.
 - m. Medicaid consent changes were discussed. After the rules are final on March 18, we will have a communication from Steve Karuna that we will discuss.
 - n. Projections will be sent again this week with a confirmation column and a return request of February 28.
 - o. eSignature Online is a method for obtaining and forwarding electronic signatures for the state-director paperwork (private placements, residential placements). Carla will ask a few more questions of LASEC and will obtain the software for next year.
4. Shared Professional Development
 - a. RtI for SLPs in 303: April 30th, at Hickory Knolls

- b. Request for ADOS training; D101 yes; D303 yes; D304 yes; need to buy the booster (\$700-800) or a new kit (\$3,000); MV will schedule for early September.
- c. SWs and goal writing/progress monitoring: Approximately 18 participants; lots of applied practice; most identified department/team meeting further discussion and support for goal writing/progress monitoring/rubrics.
- d. Anita Archer: Available on February 28, 2014. Her expertise is at-risk readers of all levels. No limits in terms of participants for her presentation. D302 and 301 curriculum directors are supportive. We will move forward with a commitment with her. **Liaisons should check with their curriculum departments and get back to Natalie.**
- e. Behavior training sequence
 - 1) The remainder of this year: Cohort 2 just finished and will have a few follow-ups. MS/HS Cohort 1 is this week. Elementary/EC is next week with Patricia Graczyk. Back in April to share cases.
 - 2) Next year: Overall intent of training teams; building capacity at the building level; possibly coaching; overall classroom management for general education teams.
 - 3) Administrative academy: Overview for principals regarding the principles of the behavior components in the summer. Another way to look at it is to include the principals on the teams who participate in the next round of training. There needs to be more involvement at the administration level.
- f. Autism: Pam Leonard is interested in doing a similar coaching model for select teams in the districts (and MV); she believes she can take on 2 teams from each district. 3 days of training and coaching. Suggested team members would include the special education teacher, mental health person, SLP and administrator, if possible. **Next time, come with team recommendations.**
- g. CPI next year: MV dates are set: Refreshers June 4 and 6; Initial August 7-8, p.m. refresher August 8.
- h. Next year, Service Tracker shared training; Set up at MV in early September.
- i. IEPoint share training: No.
- j. Needs assessment results will be sent via email.

5. Netchemia Changes

- a. Reevaluation sign-in update. The changes were shared and discussed. Carla will review the evaluation memo to see if there are any necessary changes and will send the screen shots. If any issues are noted, please contact Carla so we can get this resolved.
- b. Goals page. No longer locking.
- c. Change to IEP system. District 303 is considering changing from Netchemia to ESchool IEP Plus that also has possibilities for RtI tracking. The group discussed this possibility. D303 will be looking into it further next year.

6. OT/PT

- a. Reminder regarding dismissals; referral cut-off will be spring break.
- b. There was a discussion regarding the definition of consultation. We were in agreement that in order for consultation minutes to be included in the IEP, these

activities needed to be outside of general professional practice and needed to be regularly scheduled. Several items are clearly planning/professional responsibilities. IEP meetings, updates, etc. are not to be considered as IEP consultation minutes. However, regularly scheduled collaboration meetings would be considered. The description of the consultation should be added to the additional notes page. This discussion will be shared with the OT/PT department and further discussion will occur at the next administrative liaison meeting.

- c. Subcontracting discussion. The RFP has gone out to be returned and reviewed at the March 6 Board meeting. There will be a public hearing and further review on April 10th. Final Board decision will be May 1st at the Board meeting.
- d. Administrator feedback was reviewed. Linda will send forms electronically for distribution to district administrators. She will also send a current list of staff and assigned schools.
- e. Monthly screening/evaluation reports were distributed.
- f. Service/Attendance logs. Administrative liaisons will bring any service minutes concerns to Linda who will request the service log from the OT/PT. Other team members should also document their concerns. Then, a meeting will be scheduled to try to resolve the issue. At this time, we are not requiring the OT/PTs to turn in the logs on a monthly basis.

7. Possible New Programming Options:

- a. HS Significant Autism: 4 students. This option will be presented to the board at the workshop.
- b. Full-Day ECE Autism: 4 students (3-4 year olds). We may also want to look at the kindergarten referrals (10-12 of them) to see if their needs might be better met in an EC environment. This option will be presented to the board at the workshop.
- c. Transition Case Management: 12-14 students. The overall service was described. Because this program is so individualized, we have to know a lot about the potential referrals in order to plan their support. This option will be presented to the board at the workshop.
- d. At-Risk General Education Students: We will be receiving information from high schools about specific numbers of students (after the Safe Schools meetings). It appears to be an option that we will study.
- e. Additional services: Technical Assistance, Assistive Technology, Autism Technical Assistance, vocational specialists, job coaches, program coordinators, RtI Coach, PBIS coach, others? Carla will send a specific email about these types of technical assistance opportunities to get specific feedback from the administrative liaisons.

8. Board Meeting and Board Workshop: March 6, 9:00 and 11:30. The agendas were reviewed without changes.

9. ALOP was discussed. The items presented at the finance committee were confirmed. We will be able to move some of the items from the New Directions and SAIL/ToTAL budgets to ALOP in order to reduce the tuition to these programs.

10. NIU Partnership. We discussed the advantage to coordinating our special education student teaching placements possibly through the cooperative. The advantage for NIU and the students is to have a consistent placement exchange. The advantage for us is that professional development from NIU faculty would be FREE and all staff can take advantage of tuition waivers. *Note since the meeting: The other advantage is that NIU faculty will come to a central site and host cadres. For example, there are going to be new requirements to upgrade LBSI. They can host classes for our special education faculty. As individual districts, we may not have enough numbers to have the classes meet their participation requirements, but together, we may have enough numbers.*

Districts are to check with their curriculum departments to see if they are already Partnership members (some are) and see what our next steps will be.

11. Assessment of 12th grade students: Next meeting.

12. Homebound and IEPs: Next meeting.

Future File:

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

Next Meeting: Monday, March 18, 1:00; followed by a “Spring Fling”