

Administrative Liaison Meeting

Minutes

May 21, 2012

1. Continued High School Credit/Graduation Discussion

a. From Christina Sepiol. No one group can be singled out in terms of grades, diplomas, class rank. Certificate of completion and then diploma if the student continues. Or, a student can receive a second certificate of completion if they never fulfill the requirements. These conversations should be starting at age 14. They have to be able to walk with the class at least once. (They could walk more often, but why??)

b. Also, the way that classes are being named could be discriminatory if it has a different name and is populated only for special education students.

c. At the next meeting, we will need to discuss the course code committee dates and nominate members.

2. Announcements

- a. End of the Year Event for the group June 18th at 4:00 at Carla's
- b. Professional development opportunities were distributed.
- c. May 30 8:00 SAIL/ToTAL Graduation
- d. May 24 8:00 Business Partner Breakfast, Prairie Landing
- e. June 1, 12:00 MJC Graduation
- f. SE Screener Speaker: Michelle Demaray was very well received. A good session!
- g. Extern Update: Kelly Lyell will be starting 8/15!
- h. News from IAASE and the Roundtables: PERA and Pensions!
- i. Initial Evaluation information regarding EC students. There was a brief discussion regarding the Decision to Conduct an Evaluation for students who come in to be screened.
- j. SIS Data Collection will soon be including information that we are now entering into IEPPoint.
- k. Directors' Conference, July 19-20, Springfield. Carla will be going. Maybe John. We should get a final number at the next meeting.
- l. IAASE Fall Conference, September 20-21, Tinley Park
- m. New since the meeting: IAASE Winter Conference, February 26-27**

3. Administrative Liaison Meetings

- a. We discussed the format and purpose of these meetings. The group indicated that the format and discussion topics should continue. Carla raises issues regarding collaborative efforts and provides state information. Each administrative liaison can bring up issues for discussion or information that impact their districts and/or the cooperative.

- b. Next Year's Meeting Date: The last Monday of every month from 1:00-4:00: August 27, September 24, October 29, November 26, December 17, January 28, February 18 (earlier due to IAASE), March 18 (earlier due to spring break), April 22 (earlier due to board meeting), May 27 June 17. **Everyone should check their calendars to confirm the dates at the June meeting.**
4. Transition program location change. Carla shared plans for a change in the program location. Details are being finalized this month.
5. CLASS Program Projected Enrollment. D303 and D101 will work with Paige to confirm the students. If the intermediate section remains at this level, it was recommended that we pursue opening another section. No locations have been secured at this time. ***Note since the meeting: The numbers for intermediate CLASS are reduced and we will not need to open a section.***
 - a. K, 1, 2—7 students
 - b. 2,3—6 students
 - c. 4,5—11 students
6. Netchemia Update
 - a. Rollover Dates: End of the year clean-up
 - i. These are the procedures we discussed last year. We reviewed them and will follow the same process.
 - ii. By June 30, all class lists, student locations should be given to your local SIS director.
 - iii. By July 15, all data should be entered into the district SIS system.
 - iv. Between July 15 and July 31, Netchemia will run the data and will check for errors. If any errors are encountered, they will be corrected by August 1. Carla will ask for what is included in the error analysis. The rollover didn't occur on this timetable.
 - v. After August 1, new class lists may be entered by district administration.
 - vi. If any of the districts have difficulty with this timeline, contact Carla.
 - vii. Districts have entered EC students into a "special category" with separate numbers. Then they get switched over to the main system when they are kindergarten age.
 - b. Goal Pages. A new goal page was reviewed and edited. Carla will work with Netchemia and write directions for everyone's fall meetings with faculty. In the future, the progress update page will be eliminated, but it will need to continue until everyone writes their goals on the new goal pages. These two forms will be combined into the new one.
 - c. Reevaluation Pages, Consent Pages. Carla also distributed a draft of an optional introductory page for reevaluations. The page was reviewed and edited. Carla will work with Netchemia and write instructions for everyone's fall meetings. The use of the consent form was not discussed.
 - d. Common Core will be accessible through links on the new goal page.
 - e. Archiving Evaluations. Apparently we have that feature!
7. SL Eligibility: The group will be discussing each of the eligibility categories instead of assembling a committee. We will do what we did this year and invite representatives from the districts who can speak to the issue. In September, we will start with Hearing/Vision.
8. IDEA. Sue will recalculate the allocations based on the new information from the state. The system is not open yet. As soon as it is, Carla will add allocations and inform the administrative liaisons. Next year's grant is due by June 13th

9. MOE worksheets were distributed earlier in the week to be shared with the business officers. For those who have negatives, it was suggested to work directly with Pam Jurkoshek from ISBE. It is in their best interests to have these issues resolved. The business officers should inform the superintendents of the restrictions on Maintenance of Effort.
10. ESY: Carla distributed a list of the projected minutes for SL in ESY which are higher than expected. Districts will confirm the numbers for this year before we hire this week. This will be a discussion point for the fall, what criteria and process is used to recommend these minutes?
11. Shared Professional Development: A full calendar will be distributed at the next meeting.
 - a. Content Enhancement dates were distributed.
 - b. Zones of Regulation: We have heard from a number of districts. Please let Natalie know if you are/are not going to have staff attend.
 - c. Goal Writing. The ppt is almost finished to include presenter notes. It will be sent to the administrative liaisons soon.
 - d. Progress Monitoring/Graphing/Student Growth; The dates for MV were distributed at the last meeting. Districts are welcome to send trainers, but we will not be able to train all district staff this upcoming year.
 - e. Behavior Change: Dates for the next year of cohort training were distributed at the last meeting.
 - f. Networks: Survey results are in. Will be shared at the next meeting.
 - g. Assistive Technology: Carla distributed a list of AT dates for the cooperative staff. District staff are welcome to attend.
 - h. CPI training: Dates are all set.
 - i. Netchemia New Staff/Refresher Training: August 23
 - j. Parent training/networking: Nothing scheduled yet.
 - k. Legal issues: Continued topic: Will it suffice for staff to have discussions about goals/IEPs or do we need to pursue another workshop from a lawyer?
 - l. New: Autism strand? Next meeting.
12. Behavior Training Feedback, Session Three: Very positive feedback again.
13. Board Meeting: June 6. The agenda was reviewed with no changes.
14. OT/PT
 - a. Summer Evaluations/Summer Service. We believe we have all requests at this time.
 - b. **SST schedules are requested from each district for itinerant staff (also HI/VI)**
 - c. EI/ECE planning: Motor Groups/Diagnostics discussions have occurred with each district.
 - d. OT Assignments/FTEs. We started to bill for OT/PT services this year by FTE. However, those FTEs were based on minutes of service. So, their schedules are pretty full. If buildings want them to do other tasks (such as Tier 2 groups), this needs to be discussed with the district administrative liaison. It changes the time allotment for their FTE and would indicate an increase in FTE. So, although they are assigned to each district, there is not a lot of flexibility in their duties.
 - e. RtI Intervention—D101 Division coordinator; D303 department leadership: Next meeting.
15. FBA Consent/BIP Goals. Next meeting again.
16. Medicaid Consent Change Next Year. *Note since the meeting and our lunch with Steve Koruna: We will still have to collect consent at every IEP meeting until there is a final rule (probably in the fall).*

17. Change in Program Names/Emphasis. This suggested program name change was well-received. MV staff will work to implement these possible changes.
 - a. Multi-Needs K-12 (Batavia VIP)
 - b. PALS (or similar name) K-12 (Geneva VIP)
 - c. New Pathways (high school option, the following year)

18. Other Topics for the Future File
 - a. Parents at Domain meetings: Reevaluation procedures
 - b. Diabetes/Health care plans

Next meeting: June 18, 1:00-3:30, then refreshments!