

Administrative Liaison Meeting
Agenda
November 26, 2012

Prior to the business meeting, the administrative liaisons provided input to the emerging MVSEC strategic plan. Specifically, they provided input regarding programs services, networking/collaboration and leadership. These ideas and suggestions will be included in the final product for board review.

1. News from the Districts
 - a. Lisa Hichens, HS Principal will be the new superintendent in D101; also Greg and the assistant curriculum director are retiring.
 - b. Opening for a.m. ECE in D101 in January; requires 04 with sped approval
 - c. Workload committees in D304 are starting as a result of the settlement.
2. Announcements/Reminders
 - a. Professional Development Opportunities were distributed.
 - b. Difficult to Test Clinics are going to be scheduled soon. Jean Deptola is checking for availability with the doctor.
 - c. December 1st Preliminary Notification Deadline of changes in programs
 - d. January 15 Projection Deadline; Class lists will be distributed in December.
 - e. OCR Reporting. Check in the districts to see if it is being completed.
 - f. Grant Amendment Deadline: December 14 (Friday)
 - g. Safe Schools Meeting/Lunch: January 10, 12:30-1:30 at MJC. Meeting to include special education representatives, principals, assistant principals.
 - h. Alternate ACCESS Guidance was distributed.
 - i. Extra Mile was distributed.
3. Shared Professional Development
 - a. SW Goals Follow-up; the topic is quite complicated!
 - January 18, D304 is offering goal writing training for Sws, psychs, SLPs; districts are welcome.
 - MV will offer a session on Valentine's Day
 - b. Common Core: MV will be hosting a session in April for their staff, but they haven't had the same exposure that district staff have had. It would be too elementary for district staff. Districts will need to schedule their own professional development because everyone has had different degrees of training.
 - c. Progress Monitoring Follow-up: The trainer of trainers model will not work for this topic. It is too technical. MV will repeat it next for new staff and district staff will be invited (2 days of training). We will not be able to offer as many sessions, so we will need a larger venue. The same is true for one day of goal writing.
 - d. Upcoming: December 11 next behavior cohort (301 and 302); December 14 8-10:00 SW, Psychs (or others)

4. CSN Discussion: How are folks using CSNs? Do they have to attend or can they make recommendations? D101: 1 CSN does all health histories with clarification between health updates and histories. Only attends the meetings when students have serious health challenges. That includes ARs and evaluations. D304 does similar tasks. D303 has more CSNs who attend all pertinent meetings. Until further guidance is available from the state and/or IAASE, districts will continue to use the CSNs in the manner they see fit. At this time, there is no need for the cooperative to assist with these duties.
5. Netchemia Changes
 - a. Goal Pages and instructional memo were reviewed. The only change is the asterisk with required information. *Note since the meeting: This item has been fixed.*
 - b. Reevaluation Introduction page and instructions were reviewed. No changes and staff seem to like this feature.
 - c. Parent/Guardian Sign-In. The name title has been requested. It should be a simple change.
 - d. Blank Notice and Consent Forms: Print a Test Student w/o any Parent/Guardian, etc. *Note since the meeting: If you go to the document library in Netchemia, you will see the ISBE option. All of the notice and consent forms are in this location. Blank ones can be printed from there.*
6. Course Codes should be finished this month and sent to the respective districts. **We will need contacts in D101, D303 and D304 to send this information.**
7. New Directions Referrals may be increasing slightly this month. See item #9 for possible future needs.
8. OT/PT
 - a. Schedules have been altered and will be available at the next meeting.
 - b. Monthly Reports will be distributed at the next meeting.
 - c. 504s will be discussed at the next meeting.
 - d. Sensory Integration Article
 - e. Swing protocol. There is a little controversy about using the therapeutic swings that the districts have purchased. *Note since the meeting: Carla has found the protocol and will discuss it with the department in December. After the discussion, it will be distributed to the administrative liaisons.*
 - f. Informal (RtI) discussion. It is complicated with the OTs to deliver informal consultation. On the one hand, they need to know the students and the concern in order to make viable suggestions. That's why the screening format is in place. On the other hand, team members want the OTs to be part of the schools and be available for assistance. Right now, it is very dependent on their caseload and the actual OT in the building. Some are very responsive and some are not. There are no great solutions to this issue.

9. Possible New Programming Options (four possible options): **At the next meeting, actual students should be discussed for these options to see if we should proceed. We need to consider next year's students and the next few years.**

- a. HS Severe Autism (a continuation of the current MV MS program. Currently, 3 students are identified with a possible 4th. It is expected that if started the program will grow by a few students each year.)
- b. Full-Day ECE Autism
- c. MS behavior/autism/ED-type kids; poor social skills, poor emotional control (Extension of the types of students we're seeing in CLASS)
- d. A similar program (CLASS-like) at HS

10. ESY

- a. Procedures were reviewed with possible changes. Form 10 must be attached. Only services that are identified on Form 10 will be delivered in the summer.
- b. Criteria for related services will be developed.
- c. More complete descriptions of the programs will be written and distributed with the possible separation of Functional Academics to be more specific and match the district programs.
- d. Health/Medical: Next meeting
- e. Expand to HS for milder disabilities. Not an option.
- f. Location: Probably a St. Charles location. Meeting needs to be rescheduled.
- g. Advertising with district staff for positions: Next meeting
- h. Vocational: Need more information from the group regarding this request.
- i. It was suggested that the ESY teacher and referring teacher meet prior to ESY. More discussion at the next meeting.

11. NIU Partnership: Next meeting.

12. Board Meeting: December 5, 9:00; No changes to the agenda.

13. SAIL Partial Attendance

- a. Tuition; while they are attending, even partially, the tuition will be full-time because of their on-call status and the number of students for whom this applies.
- b. For attendance purposes, just record the actual days students when they are in the program's services.

Future File:

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

Next Meeting: December 17, 1:00