

Administrative Liaison Meeting
Minutes
August 27, 2012

1. News from the Districts and Your Summers
2. Announcements
 - a. Welcome to Dawn George again!!
 - b. Welcome to Lynn Reilley!
 - c. Professional development opportunities were distributed including a mention of the Breckenridge conference and the Region II retreat.
 - d. September testing coordinator meeting: **9:00 on the 14th**. Melissa will contact the coordinators.
 - e. IAASE Fall Conference, September 20-21, Tinley Park
 - f. IAASE Winter Conference, February 26-27. Yes that is a Tuesday and Wednesday.
 - g. Paula Kluth, Working with Students on the Spectrum, Kaneland, November 19, Districts and MV are invited. **Indicate your RSVP from the information on the flyer or Ginny, Fran's secretary.**
 - h. Region II Retreat, October 24-25, Measuring Difficult to Measure, Galena. **Registration will be open to Region I members right after IAASE, September 22.**
 - i. CPI. All set. **If you are hosting any initial trainings, please notify Jerel of the dates so that she can send 2-3 principals.**
 - j. Open Positions. D101 2 paras.
 - k. Staff who attended Netchemia training was distributed. The feedback was very positive. We will repeat this every year. **Linda will send out the draft agenda, IEP checklist. Jerel will send out her checklist as well.**
 - l. Parents and automated messaging. Fran has figured out a way to include the MV parents in their electronic messaging. It is so helpful. **Other districts are encouraged to see if this can be done for the other MV program locations.**
 - m. Principal's guide was distributed once again with a reminder that mail can be sent from the building offices without charge. It will be included in next year's principal guide!
 - n. MJC Open House will be on **September 12 from 1:00-2:00** for district representatives, psychologists, social workers, principals. The students are creating invitations to district personnel. **Paige will send an electronic copy of the flyer so that it can be distributed to district personnel.**
 - o. Extra Mile was distributed.
 - p. Letter clarifying the testing requirements for paras was distributed.
3. News from IAASE and the Directors' Conference
 - a. Federal concerns regarding sequestration and the election year continue.
 - b. Classrooms First (consolidation) is still being considered despite the huge costs.

- c. Focused monitoring will be in the areas of LRE and Transition compliance. Districts are advised to include contacts with integrated work opportunities in transition plans.
 - d. If the GSA is reduced (and it is likely), what happens to MOE? No answers yet.
 - e. PERA training troubles and consternation.
 - f. PEAC is looking for more ideas related to Type III assessments.
4. Student Lists were distributed for each district with the names of each student in respective programs. **It was suggested that each district keep a spreadsheet of their students as well, so these lists can be cross checked, especially in late spring/summer.**
 5. Staff Lists were distributed in two formats. One with a listing of all staff and another with a listing of the programs, location, staff, and hours.
 6. Referral Communication. The group reviewed issues regarding the referral process and communication. Parent visits were also discussed within the context of visiting for informed consent or “shopping”. The procedures will be amended and brought back for further discussion.
 7. Procedures for Natalie
 - a. Referral procedures are fine. D101 will have divisionals sign-off on Natalie’s consultation services.
 - b. Natalie will share the end of the year report that was missed at the last board meeting.
 - c. **Districts should confirm behavior training cohorts by September 15. (See below.)**
 8. Job-Alikes
 - a. Reviewed the calendar. Dates seem fine.
 - b. CEUs are available through MV.
 - c. D101 has the ASHA CEU capability.
 9. Netchemia
 - a. The new goal page was reviewed with the following suggestions:
 - Goal type, add Social/Emotional.
 - Method/*Frequency* of Parent Notification of Progress (*Changes in italics*)
 - Implementers remains the same
 - Method of Evaluation will be included after the goal and after each benchmark/objective. Drop-Downs will include:
 - Observation
 - Data/Charts
 - Work Samples
 - Informal Tests/Quizzes

Curriculum-Based Measures
Criterion-Referenced Assessments

- Reporting Period will be ordered to start with the months and will add quarterly, by semester, by trimester. All others will be removed.
 - The Goal Outcomes were reviewed and approved.
- b. Everyone like the Common Core change. Carla will check to see if SEL standards can be added.
- c. **We will wait to hear from D303 to determine if this will be the only goals page on the menu, starting with this year.**
- d. The Reevaluation Introductory Page was reviewed with the following changes:
- The title should read “Reevaluation: Introduction”
 - The form should be added to the menu as form 20
 - The Reevaluation Meeting Purpose should be changed to: “A reevaluation is conducted to: ...then all the bullets starting with Determine. Entitles should be entitled.
- e. Carla will report these changes to Netchemia. They will make them final after September 1st. Once it is live, Carla will write instructions and send to the administrative liaison team for distribution to staff members.

10. Course codes. Next meeting.

11. Grants

- a. Amendment deadline—September 19
- b. Changes to application process from the state were distributed.
- c. Boys Town Model grant: Next meeting

12. NIU Partnership: Next meeting

13. ESY: Next meeting

- a. Overall, smooth programming, once it was up and running
- b. Referral deadlines, parent packets, late registrations
- c. Related services
- d. ESY goals
- e. Communication about ESY, visits to the program

14. Shared Professional Development Calendars

- a. D101 is requesting a discrete trial training. Melissa will follow-up.
- b. Behavior training: **Please send numbers for Cohort One that will be continuing and Cohort Two that will be starting. By September 15.**
- c. Kaneland is no longer in Content Enhancement. Batavia would like to have extra slots. **Natalie and Jessica will communicate about the changes.**

15. Planning for Difficult to Test Clinics Next Meeting

16. MVSEC Annual Review and Evaluation Dates coming soon! *Note since the meeting. A basic schedule has been created and will be sent to the administrative liaisons electronically for review. Changes will be made at the next meeting.*
17. The HI/VI criteria discussion will be initiated by MV and will consider criteria, direct service and consultation service. Melissa will bring it to the liaisons for consideration. We will wait until Sarah's return to discuss the next criteria.
18. Board Meeting: September 5. No changes.
19. Board Workshop Items and Discussion Questions
 - a. The workshop will be framed around the emerging strategic goals for the cooperative.
 - b. In preparation for the board workshop, a general outline was reviewed.
 - c. **Each district should review the district profile for special education and be prepared to talk about the programming they currently have and may be creating to meet the needs of the district students.**
 - d. We will also talk about how the cooperative can continue to meet the needs of district students.
20. OT/PT: Next Meeting
 - a. SST schedules are requested from each district for itinerant staff (also HI/VI)
 - b. RtI Intervention—D101 Division coordinator; D303 department leadership: Next meeting. We need Linda to clarify this issue.
21. Other Topics for the Future File
 - a. Reevaluation procedures
 - b. Diabetes/Health care plans
 - c. Registration procedures/consistencies
 - d. Eligibility pages

Next meeting: September 24, 1:00-4:00.