

Administrative Liaison Meeting
Minutes
September 23, 2013

1. News from the Districts
 - a. Good feedback about MV professional development from D304
 - b. Rachel's Challenge event went well in D101.
 - c. Settled the due process in 301 already!
 - d. 302 hired a new SW finally.
 - e. Phaedra has taken a new position.
 - f. John K. sightings abound.

2. Announcements/Reminders
 - a. Start thinking data for ESY now!!
 - b. Professional Development Opportunities were distributed, highlighting upcoming events at MV. The SW network this Friday will be at the Baker Community Center due to high enrollment.
 - c. Extra mile was distributed.
 - d. Annual review dates were discussed with a question regarding the district contacts. **D303 will email the appropriate staff; D101 will email the staff. Ann will do all MV from D304.** Fran and Sarah are it.
 - e. Thanks to everyone who came to the 50th celebration. It was a special event and a good recap of the history of special education!
 - f. MJC Open House was also a great success. Thanks to those of you who came.
 - g. IAASE this week.
 - h. ADOS 2 Follow-up. D101 will check to see if they have the video. Will gather some additional information before we pursue the next step.
 - i. CSN Update. Nothing changes until next year.
 - j. Proposed 2% rule change was distributed.
 - k. News from the Roundtable: Service minutes for co-treat was discussed. Carla will create a memo for the next meeting. And she will look into 504 and ISP plans on Netchemia if possible. D302's 504 forms are on the Netchemia Document Library for use now.
 - l. HB 1446: Passed in August: 10 day provision of services instead of at the semester.
 - m. HB 1288: Passed in August: Changes to the complaint procedure and district costs. More rights to those who complain.
 - n. **Please inform referring staff about the referral and visiting process which was distributed and available on the mvse.org website.**

3. Board Workshop Follow-up
 - a. Fall meetings with special education departments and/or administrative teams. **Need dates and times from the districts.**
 - b. We will set the dates for the principals' breakfast and order the book from CEC: A Principal's Guide to Special Education to use as a discussion starter. Carla shared a flyer about a training offered in Chicago with very basic topics. It seems

to be a good outline. One of the MV folks will attend and possibly some representatives from the districts.

- c. Behavior technical assistance: Jacqui will be starting case consultations in Kaneland and new cases this week. She is also planning the next round of training, using CHAMPS and Kagan strategies for the group in Kaneland that is mostly general education. She will be responsible for the Parent University in February. We will have more information at the October meeting, but we will need your ideas for topics and presenters.
4. Testing Coordinator Meeting Follow-up
 - a. Results: ISATs rule = IF the home school and the testing school are the same, you will get two forms. If the home school and the testing school are different, you will get three forms.
We suspect that IAA will be the same, but the results will go to the district office. If you get one result, you are the testing school only.
The issue will be if the home school knows to send to the parents and send a copy to MV. This is a district, internal communication issue.
 - b. ACCESS testing: Carla and Melissa will still follow-up in SIS, under program indicators. Kaneland will do the testing without problems. Go Kaneland! We will make decisions about the testing implementation once we have the specific numbers of students from each district.
 - c. DLM tech requirements were distributed and should be given to testing coordinators and district technology folks to prepare for next year. However, we are not sure that this will be the process used next year. We hope to have more information from IAASE.
 - d. ISAT/IAA student lists are being routed now and will be sent to the districts the first week of October.
 - e. Accommodations/Special Considerations will be used at referrals to MV.
 5. Shared Professional Development: **Please make sure that folks RSVP, so we can have enough space and materials.**
 - a. MODIFIED CHAMPS (See above.)
 - b. FABIP Committee- Representative sample from levels, programs—two half days. Nominations by the next meeting. Natalie will find dates and send via email. We would like one meeting late this semester and one early next semester.
 - c. Parent University—February 1: Save the date.
 - d. February 28: Anita Archer (Certified Literacy) and Pam Leonard (Autism) for TAs: Save the dates.
 - e. Need a session for SLPs; through D101 for ASHA CEUs for that same date.
D303 will ask Betsy for the speaker last year to see if she can do Round 2.
 - f. PARCC Accommodations: Natalie presented some information, but it is limited from the state. Carla asked at the Roundtable, but no new information or training from the state. D301 will be a pilot for PARCC this year, so perhaps we will learn from them. We hope there will be more information at IAASE.
 - g. Principals' Network/Monthly Breakfasts. (See above.)

- h. Difficult Conversations: Administrator Academy: We all think it is a good idea, but we'll need to provide this training in the summer.
6. Upcoming events
- a. 9/25 IAASE Board meeting
 - b. 9/26-27 IAASE Fall Conference
 - c. 9/27 Psych/SW Meeting: DSM V: **Change of location to Baker Community Center.**
 - d. 10/2 Progress Monitoring Training (2 sessions also November 7)
 - e. 10/11 Discrete Trial Training (Paras) (Are your paras working that day? 304?)
 - f. 11/5, 1/29, 3/25 Autism team training at Prairie Knolls library
 - g. ?? New group for behavior cohorts
 - h. 10/29, 12/11, 3/20 Year 2 behavior cohort (301-302) Modified CHAMPS
 - i. 11/13 and 3/6: TRANSITION NETWORK
7. SEL Student needs (Lisa)
- a. Number of psychologists in each building
 - i. D101 1 psych for 2 buildings; 1,000 kids; 1 HS, 2,000; 1 MS, 1,800
 - ii. D301 Elementary 1:650; 1 MS 750; 1 HS 1,000
 - iii. D302 Psych for each building around 600; 1 MS 1,000; 1 HS 1,200
 - iv. D303 1 per 2 buildings 1,100; MS 1 per building 1,100; HS 1.5 per building, 2,400-2,600; 1 for ECE
 - v. D304 1 per 2 buildings 800-1,000; 1.6 at MS 1,500; 2 HS 2,000
 - vi. NASP 1:1,000
 - b. Role of Building psychs
 - i. D101 PBIS internal coaches; one external coach/behavioral specialist, testing/ reevaluations; RTI; 504 evaluations, (not case management), not really doing any groups or interventions; want to be more coaches for RtI
 - ii. D301 Unofficial special education coordinators, go to all the meetings; do all the paperwork; benchmarking, data management; evaluations; problem-solving team meetings
 - iii. D302 Involved with RtI process, provide interventions; they don't head the data (RtI coordinators), but assist with the management; problem-solving, not as much testing; some of the reevaluation and initial paperwork
 - iv. D303 RtI involvement, some are involved in interventions; all do the data management process; different in every building; 504 coordinators; initial and reevaluation meeting facilitation; not all annual reviews; often run SSTs; would like to do group (clinical) interventions; few do in-class interventions, (Second Steps), part of the SIP teams. Added Student Support Specialists to be available to students who are at risk. 6 counselors at each HS and 3 at each MS; not as integrated as they would like.
 - v. D304 HS 504s; RtI data management, run problem-solving teams; all initials and reevaluations paperwork and facilitation; would like to work

with students more; no one has a clearly defined job; what is a blended role?

- c. Number of Social Workers in each district
 - i. D101 1 each elementary 550; 2 at MS 1,500; 3 HS 2,000; 3 MS counselors; 5 at HS; behavioral interventionist elementary and secondary; contract with Breaking Free and suicide prevention services
 - ii. D301 1 per about 600 at elementary; 1.5 per 725; 1.5 at HS 1,200; 3 HS guidance counselors; student services coordinator who schedule (deans)
 - iii. D302 1 at each elementary 600; 1.5 at MS 1,000; 2 at HS 1,200; 4 counselors at MS and 4 at HS; RtI facilitators full time in each building; RtI para in each building.
 - iv. D303 1 at each elementary; other 2 share elementary schools; 1 per each middle school, 1,100; HS 3 at East 2 at North; 5 student assistance counselors, 2 SSSs; ; 9 MS counselors; 13 HS counselors
 - v. D304.5 at each elementary; 1 at each MS; 2 at HS; 3 counselors at both middle schools; 5 at HS; “No extras”
- d. Role of Social Workers
 - i. D101 teach Second Steps every day; small groups; IEP students; evaluations, reports; outreach to parents; data collection
 - ii. D301 push-in for second step; servicing general/special kids; crisis management; evaluations; HS/MS lead the hospital reintegration
 - iii. D302 RtI behavior interventions all kids all grades; part of the PS teams; servicing kids with IEPs; going in to the classes for behavioral intervention assistance, groups
 - iv. D303 Second steps (different at each building), RtI behavior assistance, Zones of Regulation, Autism awareness in classes. Same as the other districts. Lots of individual crisis management, suicide evaluations.
 - v. D304 All of the above....Second steps is now turned over to the general education teachers. HS only deal with crisis, rarely get to see their caseload. Lots of crisis management. Don't feel that there is enough support.
We stopped here with this discussion due to time and will pick it back up at the next meeting.
- e. Support of outplaced students/running IEP meetings
- f. Procedures SWs
- g. Records release; reports confidentiality; clinicians vs. educational programming
- h. Add special education teachers; workload

8. IDEA

- a. Status to date. All in and approved.
- b. Final allocations/carryover. We will email this information to you.
- c. Amendment date: End of October

9. OT/PT

- a. Feedback on equipment inventory and check-out process. Seems to be going fine. OT/PTs are contacting the team leaders directly.

- b. Email lists are complete and seems to be working fine.
 - c. Evaluation system is nearly complete. It was a little more complicated than we thought. It is being typed now and will be sent via email. Brief discussion at the next meeting.
10. Enrollment update: We are anticipating that we will need to open a new HS section in New Directions due to increases in enrollment. Currently, there are 26 HS students with 2 teachers. At least three more referrals came in on Friday. We're adding a floating aide, but will need a teacher. Paige is working on mid-semester transition and plans now. We will be using the room reserved generally for additional Safe Schools students.
11. 504s: Next meeting.
- a. D101
 - b. D301
 - c. D302—Principals
 - d. D303--Psychs
12. Shared ppts: We will add them all to the MV document library. If you have others, add them or send them to Carla to add.
13. ESY
- a. Suggested dates and locations: Like the July dates and will discuss possible locations with the Board.
 - b. Referral process: How do we mitigate the last minute changes? The referral process and forms were distributed so that they could be reviewed for the next meeting.
 - c. 1:1 Assistants: Same thing.
14. Netchemia
- a. Goal pages. We will move the old forms to "Read only" Carla will contact Netchemia.
 - b. Feedback on memo: Evaluation and IEP dates correct. Next meeting.
 - c. Other issues?
15. Change in APE services for 2013-14. Next meeting.
16. Board Meeting, October 2 8:00. Note time change. Reviewed without changes.
17. ECE Outcomes. Next meeting.
18. Procedure Reviews
- a. IAA/ISATs: Reviewed at the Testing Coordinators Meeting.
 - b. Referral Process: Distributed. We are receiving referrals without any paperwork; visits without student names/grades; students starting without emergency/medical forms, transcripts, evaluations. We really are struggling to meet the districts'

needs and have enough information to program well. **Please inform referring staff about the process which was distributed and available on the mvse.org website.**

- c. Behavior Technical Assistance: Next meeting.

Future File:

1. Difficult to Test Clinics
2. Reevaluation Procedures
3. Diabetes/Health Care Plans
4. Eligibility Pages: SLP
5. Assessment of 12th grade students
6. Amendments, when are they appropriate?
7. Use of proportionate share

Next Meeting: Monday, October 28, 1:00