

Administrative Liaison Meeting
Minutes
March 21, 2016

1. PowerIEP—follow-up and new items
 - a. Automatically calculate annual review date, re-evaluation date, eligibility categories. Yes for next year for all but eligibility.
 - b. DD page – no changes to the form. Carla will make the recommended changes and post to standard documents.
 - c. Autism criteria page. We will need yes/no criteria. Moved this item to summer tasks and then we can request all the changes at the same time.
 - d. Power504 forms review. We want the forms to stay the same. Jamie took care of this item: Currently, the description of the evaluation date and the annual review date are different on the print-out from what is entered.
 - e. Multiple Disabilities. Carla will have the language changed to intellectual disabilities.
 - f. Should we do a PowerIEP user survey? No.
 - g. PowerIEP Next Steps. PowerRtI next steps. Anne will ask BDS some key questions and report back to us at the next meeting.

2. Questions from the Group
 - a. Administration of ADOS (Anne). In D303 EC, they use the tool in their diagnostic team as a team process. Typically two staff members have been trained to use the tool. The tool yields good, useful information. Parents have also been used as the play partners. It is a very involved process and staff need to use it regularly in order to keep up with their skills. It would make sense to have a team to complete these tasks.
 - b. Social Work Confidentiality (Fran). What information can be shared? Anne shared a ppt and handouts from the district's attorney's presentation.
 - c. AR meeting timelines (Fran). Schedule at least 30 days in advance. In some districts, holding the meeting a few days after the deadline is acceptable as long as contacts have been made, parents are fully informed and it is documented.
 - d. TA questions, training (Carla). The districts provided information about training days for support staff.
 - e. Workload plan examples (Carla). The districts provided examples of workload plans.
 - f. Feeding and nurses (Lynn). The recent rule change will have serious implications for the delivery of medications by non-nurses. We will wait to see what the fallout will be.
 - g. SAT testing (Carla). No districts will be conducting SAT testing this year. However, we have received no information regarding ACT testing for students at MJC. Maura will send a list of students who should be tested this year to each district liaison. The liaison will forward the names to the district test coordinator who will determine next steps.

- h. Service dogs (Melissa). We are gathering information about how much time staff spend “handling” the service dog. We want to be careful about how staff are allocated and how decisions are made about individual assistants.
 - i. Itinerant space (Melissa). HI and VI staff are having difficulties with locating appropriate space to work with students even though they provide the office staff and principal with a schedule. Liaisons were encouraged to remind the principals that these staff need space to work with district students.
- 3. Announcements/Reminders/Follow-up
 - a. Professional Development information was distributed.
 - b. Mental Health Partnership. **Next meeting is April 8, 8:30-11:00 Hickory Knolls Discovery Center, St. Charles.**
 - c. Facilitated IEP. Initial training is scheduled for June 6-7; Advanced June 8. Flyers will go out this week. Districts will have until April 8 to sign up before the information is released to the other regions.
 - d. I-STAR training dates for joint training have not been determined. No training is currently offered.
 - e. **Final Grant Deadline. May 20th final amendments.**
 - f. CEC. Many folks are going and it should be a revitalizing experience!
- 4. Projections. They will be closed for March and the end of the month. New information for April should be included in yellow for spring.
- 5. Professional Development
 - a. Institute Day feedback was good from our end. It was just great to have all of the sessions at one location, Rotolo Middle School.
 - b. Mental Health First Aid Training. Trying to schedule as an administrator academy with the ROE in the summer.
 - c. NEXT STEPS training is coming up on April 28. This will take the place of the transition network meeting in April. At Day One Network from 6:30-8:30.
- 6. SL Committee. The group is continuing to work. They need to address educational impact with some clarity. They would also like to discuss the implementation of MTSS and how it impacts the SLPs in the districts. We will schedule a meeting in early fall with the liaisons from the districts and determine next steps.
- 7. ALOP. The group reviewed several options for the use of the ALOP funds. It is important to try to find a way to use these funds for at-risk students. Several ideas will be discussed with the Board.
- 8. Safe Schools. Proposed revisions to the procedures were discussed and will be presented to the Board at the next meeting.
- 9. Infinitec. The group was reminded about the Infinitec service and information was distributed. A final decision about this service will be made at the next meeting.

10. ESY

- a. Need a supervisor! Note since the meeting. We have found one.
- b. Hiring will occur in mid-May after the parent packets have been received.
- c. Goals should be written for ESY maintenance for 4 weeks. Otherwise, when staff update the regular school-term goals, it creates problems.
- d. Related service minutes need to be recorded on the IEP and goals should also be written.

11. Upcoming events and professional development: (See Professional Development Calendar and/or MVSE website.)

- a. 3/25 CP Awareness at BHS
- b. 4/2 Egg Hunt for students with VI
- c. 4/6 Board
- d. 4/7 SELA Drive Around---Assessment and Absenteeism for Chronic Problems, Dr. Christopher Kearney, Feranda's in DeKalb
- e. 4/8 Mental Health Partnership
- f. 4/8 Autism Event
- g. 4/13-15 CEC
- h. 4/15 Psychology Network
- i. 4/17 Theresa Varnett (Sunday)
- j. 4/19 Alyssa's Movie, 7:00 at the Arcada**
- k. 4/21 Transition Network
- ~~l. 4/22 SLP Network~~ Cancelled in place of the Next Steps Training on April 28
- m. 4/25 11:30 NIA Quarterly Meeting (NIA); Liaison Meeting to follow (We discussed these meetings and will discuss them with the group at the next meeting.)**
- n. 4/28 Next Steps Training
- o. 5/1 Special Olympics Regionals
- p. 5/17 SAIL Breakfast/Graduation
- q. 5/19 Young Athletes
- r. 5/24 New Directions/Safe Schools Graduation

12. Board meeting agenda, April 6, 9:00. The agenda was reviewed without changes.

Future File:

- ~~1. Extended School Year for HS; non-disabled peers~~
2. Assessment of 12th grade students

Next Meeting: April 25, 11:30 NIA Quarterly Meeting (MV);

Liaison Meeting to follow

