

Administrative Liaison Meeting
Minutes
September 22, 2014

1. Thanks so much to all of you who attended the recent Open Houses at SAIL, Twelve Plus and New Directions!
2. 12:00 Lunch Topics:
 - a. Days of service, numbers, screening, evaluation, blended classrooms for Early Childhood
 - b. Progress monitoring in a co-taught classes; who monitors, when, what, how does it translate to reevaluations and class assignments
 - c. Follow-up from Board Workshop: Speech/language eligibility and service delivery. **For the next meeting, districts will bring:**
 - i. **Speech-language data**
 - ii. **% total students in EC, Elem, MS and HS are speech only; Articulation only**
 - iii. **By school; ask the speech pathologists**
 - d. DLM Update: Enrollment will be similar to IAA. Staff who will administer or assist with administration will need to be enrolled soon so that they can complete the 7 required webinars. Some districts are bringing staff together to complete this task. It would be good to do this soon so that students can do the practice items before the required testing window from March 21 to May 1.
 - e. PARCC Update: Accessibility features and accommodations will need to be entered through the SIS system. MV is preparing the information now. There are still many questions regarding computer access, practice, etc. **There is a second testing coordinator meeting scheduled for October 1.**
 - f. DLM webinar or Erin's law webinar; Next meeting
3. News from the Districts
 - a. 3 speech-language pathologists in 304
 - b. 1 SLP maternity leave in 301 and 1 in 302
 - c. IEP Facilitation from D303. Laurel shared the post-training action plan that she is implementing in D303.
 - d. D303 has an open OT, just resigned.
4. Additions to the agenda: None.
5. Announcements/Reminders/Follow-up
 - a. Facilitated IEP webinar: October 6, 3:00-4:00. Folks should be receiving an email reminder.
 - b. Professional Development opportunities were distributed.
 - c. Extra Mile was distributed.

- d. 504 compliance manual has been ordered, but not received yet.
 - e. Testing Coordinators Meeting Date: October 1, from 10:00-12:00
 - f. Student Loan Forgiveness information was distributed. MV is going to include it in the new staff information.
 - g. Round Table news. No guidance yet for ELL; brief survey regarding electronic IEPs; discussion about negotiations.
 - h. Indicator 14 status. Most districts have completed this task and will have it finished by September 30.
6. Infinitec Membership. Because one district opted out of membership this year, MV is unable to access Infinitec for any of their students. We are still working with Infinitec, but it should be noted for grant discussions next year.
7. Electronic IEP Discussion. The brief survey questions were reviewed. Carla will send it out to Region I and II. The results will be shared at the October meeting. Possible vendor presentations and next steps in November.
8. New FABIP Forms, Procedures and Roll-out
- a. New FABIP forms were approved and will be included in the MV document library as word documents. They can be added to the students' IEP and will replace the NetIEP forms for those who want to pilot the format. Jennifer will inform the committee of their location. **District representatives will inform their psychs and social workers.** Some minor changes will be made to the form to have it comply with state requirements. After this year, a final form will be created for inclusion in the Netchemia menus. Carla is working with Netchemia to allow more than one Functional Analysis.
 - b. Competing Pathways will also be in the document library and will be used as a worksheet.
 - c. On the new Behavior Intervention Plan, there is a goal. We were in agreement that this goal should be cut and pasted to the IEP goal pages so that it can be monitored and reported as least as often as the other goals on the IEPs. **District and MV administrators need to set this expectation.**
 - d. Implementation discussion/Trainer of Trainers. All of the districts will be implementing the changes through the psychologists and social workers. The powerpoint, handouts, video clips, exercises and forms have all been distributed to the committee members. Jennifer and Tracy will assist with implementation, if requested. **The committee members will be relying on the district administrative liaisons to communicate to building principals regarding these changes.**
9. STAR Renaissance testing. We were hoping that we would be able to share the high school testing program due to cost, but at this time, other arrangements will need to be made.
10. Professional Development Report
- a. Update on Previous Trainings

- i. Autism Cohort 1: Creating instructional plans. Going well.
 - ii. Autism Cohort 2: New group; apply learning re; characteristics. Going well.
 - iii. Site visit follow-ups: Week of October 20. Jennifer will work with Pam to create a schedule and follow-up with the liaisons.
 - iv. For last year's group, it was suggested that dates be selected to bring the participants all together for feedback, rather than individual site visits.
- b. Review upcoming PD opportunities
 - i. Dates/Times/Locations were reviewed.
 - ii. Current registration numbers were shared. ADOS II and discrete trial training have been cancelled due to low registration.
 - iii. Review new ABC sign-up process. Working well for MV; no news is good news from the districts.

11. Behavior Technical Assistant Update

- a. Review coop-wide report. The new reporting format was shared. Referrals seem to be where they have been last year.
- b. Review district report. Individual district information was shared.

12. Enrollment Update:

- a. EC New Pathways: If the potential referrals materialize, the program will be at capacity this month.
- b. New Pathways, K-2 also full.
- c. New Directions High School, openings for 4-6 students.
- d. All other programs have availability.

13. Parent resource fair, parent forums, topics

- a. January 22, District 101 Resource Fair—Contact Lisa if folks are going to help with topics or organization. We will publicize for all districts and MV.
- b. Transition Network plans to develop cooperatives and microboards for parents.
- c. February date for Robert Farley. The MV SWs are setting it up and will have information for everyone soon.
- d. Transition Fair—parents are invited: The transition network is working on a date.
- e. The MV website can be a source of information for parents. **Districts are encouraged to give that information to parents and send pertinent information for inclusion on the site.** A Facebook page is currently under development for parents through our website as well.

14. February Institute Day topics: February 27. **Districts liaisons should ask their staff for relevant topics for us to coordinate events for this day.**

- a. SLPS
- b. OT/PTs
- c. SWs
- d. Psychs

- e. Teaching Assistants: MV will be hosting Pam Leonard again.
 - f. Others? Nurses?
15. Upcoming events and professional development: (See Professional Development Calendar and/or MVSE website.)
- a. 9/23 MJC Open House
 - b. 9/24-26 IAASE Fall Conference
 - e. ~~9/24-25 ADOS training 8-3:00~~
 - d. 9/26 DSM V, 8-12:00; Psych/SWs
 - e. 10/1 10:00-12:00 Testing Coordinators Meeting
 - f. 10/2 Progress Monitoring/Goal Writing (first of two sessions)
 - g. ~~10/10 Discrete Trial Training~~
 - h. 10/22 Transition Network
 - i. 10/28 Progress Monitoring (session 2)
 - j. 10/31 Progress Monitoring/SEL Goals (Psych/SWs). Next year, need to merge this one with basic progress monitoring and send teams.
16. ESY Location. Some possibilities were discussed and will be reviewed at the next meeting.
17. Board Meeting, October 1, 9:00. The agenda was reviewed without changes.
18. ELL Discussion. Next meeting.
19. Moving OT/PT Equipment. Next meeting.
20. Service Animal Policies. D304 will be adopting MV procedures.
21. Sexual predator training all ages, grades (Sarah Erin's law). At an upcoming meeting, we will view the webinar and discuss plans.
22. Indicator 13 checklist, Data Verification Rubric. Next meeting.
23. Midwest Educational Leadership Conference Report. Next meeting.

Future File:

- 1. Reevaluation Procedures
- 2. Diabetes/Health Care Plans
- 3. Eligibility Pages: SLP
- 4. Assessment of 12th grade students
- 5. Amendments, when are they appropriate?
- 6. Use of proportionate share
- 7. What's special about special education?
- 8. What's co-teaching?
- 9. 504 for vision students

Next Meeting: October 27, 12:00-4:00