

Administrative Liaison Meeting
Minutes
January 25, 2016

1. 12:00 PowerIEP Discussion.
 - a. Automatically calculate annual review date, re-evaluation date, eligibility categories: Is this possible? Carla will ask to see if it is in the future planning.
 - b. Marking secondary eligibility of SLD or marking a secondary eligibility with primary of SLD. Having one "Eligibility Determination" page and keep SLD eligibility page separate. At this time, the two SLD pages are going to be combined into one page. Then, all disabilities need to go to the eligibility page to be able to record primary/secondary eligibility and adverse effect. These change requests have already been submitted. Carla will check the status.
 - c. FBA/BIP forms - align with training docs. Carla showed the number system which would help staff align the forms with the competing pathways document. Carla will check with Jennifer to make sure the system has the most current version.
 - d. DD page - no "Criteria" for delay...discuss adding this. We use 25% delay in 2 areas or 50% in 1 area. For both autism criteria and DD, Anne, Mike and Fran will reach out to their attorneys for example documents for us to review at our next meeting.
 - e. Autism criteria page. We feel as though the current page meets our needs but need check boxes for "Other characteristics". See (d) above.
 - f. Can multiple users can be on the same page in the future? It can be opened as a PDF so it can only be viewed during the meetings. It is important to designate the notetaker as the only one who will be making changes. Click on pdf if you see another user.

2. Announcements/Reminders/Follow-up
 - a. Professional Development opportunities were distributed.
 - b. Extra Mile was distributed.
 - c. Mental Health Partnership. **Next meeting is January 29, 8:30-11:00 Hickory Knolls Discovery Center, St. Charles. Hospital baseline data. Don't forget to start planning for mental health month in May.**
 - d. RtI facilitated discussion—Additional information was passed around with a sign-up if you wanted the information sent to you. **This document did not get back around to Carla!** And, that's the only one I have...
 - e. Facilitated IEP. Initial training in June. Scheduled for June 6-7; Advanced June 8. Registration will open in March.

3. Audits (Lisa)
 - a. Vendors list should include all the hospitals, outside agencies, private facilities, consultants, tutoring.
 - b. Every student who has received home/hospital tutoring needs to be on the vendor list. Attendance needs to be aligned with the number of hours that they have

- received tutoring. 1-3 hours is a half-day; 4-6 hours is a full day. Has to be tutoring on an attendance day. If it is a half hour, it doesn't count.
- c. Out-placements are the same situation. The attendance needs to be recorded on a daily basis. In the SIS system, they need to be coded as unscheduled. The out-of-district student code may be kicking the student data out of the record.
 - d. Orphanage students (general education) need to either be claimed via GSA or through orphanage reimbursement, but not both.
 - e. Make sure that in the notes on the IEP that there is a bus aide noted on the transportation page.
 - f. Any student that comes to the EC center and uses transportation, it must be marked as special transportation.
4. Discipline Conference Discussion. The conference was very informative.
- a. The cooperative may be able to assist with the required professional development and planning.
 - b. The cooperative may also be able to assist with brief suspensions, depending on the district plans.
5. Safe Schools Discussion. Maura reviewed some changes to the Safe Schools 3 strike procedures. After discussion, it was determined that the Board should be presented with the two tiered system (attendance and behavior) and that the infractions for either strand would carry over for the duration of the term the student attends.
6. Transition Guidelines Review
- a. TAGG—Seniors only in D301; D302 is interested; D304 used it on the students they referred and they aligned; D101 feels that the TAGG is interesting; D303 has just started.
 - b. Matrix—D302 didn't feel like it was hard to do. They thought it might be helpful in identifying between the programs. It would help administration justify the decisions that teams are making. Need to go back and check the IEP that have worked on similar skills before leaving the high school.
 - c. The draft of the Transition Guidelines will be shared with the Board.
7. ELL students and services.
- a. Waive services for students on the list? Send the district-specific forms to Melissa to have the waivers completed by the MV case manager. **Each district needs to send the appropriate forms to Melissa.**
 - b. How should services be delivered for each of the remaining students? After the waivers are completed, we will determine how many students still need services at which locations. We will work with individual schools.
 - c. Ordering materials? Melissa will verify the materials being ordered at each serving school.
 - d. How and who should deliver the testing? We are in agreement that each of the ELL teachers at the program location will deliver the testing.

- e. If services are to be delivered, the servicing ELL teacher should participate in the IEP meeting. ELL consideration should always be included as a part of the notes. Invite the ELL staff member and excuse them if they are unable to attend. Invite the ELL staff member in the building. If there is no staff member in that building, then the home district should be contacted in order to problem-solve.

8. Projections

- a. December 1 Withdrawal Update. No plans are available to share at this time.
- b. H.S. Autism class update. No firm plans are available at this time. It is being considered in D304 facilities planning.
- c. CLASS. At this time, it seems that there will be at least 5 students starting in the CLASS program in the fall.

9. Assessments

- a. DLM. Melissa shared information about rostering staff and students. The process is just the same as last year.
- b. PARCC. PowerIEP uploads may have to be hand-entered while the kinks are worked out of the system.

10. Professional Development

- a. Institute Day plans. All the sessions are available. MH First Aid training has been cancelled because of the time expectations. Don't forget about the parent session for 3/3 for Mindfulness!
- b. Behavior/Instructional Coaching Options. Most of the meetings have occurred with the districts. When they are all completed, a more firm plan about coaching will be presented.

11. SL Committee Report . Carla shared the work of the committee so far. They have figured out a way to score students for initial and reevaluations with different scoring matrices. They have also figured out a formula for professional judgment that makes it much more transparent and understandable. They have completed articulation and have a good start on voice and fluency. The next area to tackle will be language.

12. Communities in Schools. Carla will share more of that information at the MH Partnership on Friday.

13. ESY. Next meeting.

- a. Deadlines—Spring break for referrals and May 1 for parent registrations?
- b. OT/PT form for ESY—Equipment and materials; equipment moves
- c. ND HS

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

- a. **1/26 CPI Refresher**
- b. 1/28 Transition Network

- c. 1/29 MH Partnership
- d. 2/3 Board and Refreshments--Move refreshments to the 10th?
- e. 2/8 Special Olympics Parent Meeting, 5:00
- f. 2/11 Transition Network
- g. 2/12 SLP Committee
- h. 2/12 SLP Network
- i. 2/17-19 IAASE
- j. 2/22 Liaison meeting moved to 2/29?**
- k. 2/26 Legal Conference?
- l. 2/29 Love and Mercy, 6:00
- m. 3/2 Board meeting and workshop
- n. 3/4 Institute Day
- o. 3/11 Beyond the Binary
- p. 4/7 SELA Drive Around---Assessment and Absenteeism for Chronic Problems, Dr. Christopher Kearney, Feranda's in DeKalb
- q. 2/22 Change??

15. Board meeting agenda, February 3, 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: February 22 or 29?, 12:00-4:00