

Administrative Liaison Meeting
Minutes
March 23, 2015

1. 12:00 Lunch Topics
 - a. Specialized programming for students with anxiety disorders/school refusal. What would be the features of an ideal program? After reviewing data from the districts, **each district will provide risk assessment/suicide prevention information for the next meeting.** Each district is addressing the serious concern in different ways. What should we be doing together? Options for the Board's consideration will include: (a) information/resource sharing, (b) information posting on the MV website or other electronic format, (c) shared professional development, (d) hosting regular community/school networks, (e) combining virtual learning with a possible off-site center for counseling/human contact, (f) shared grant-writing with community agencies, (g) information sharing with physicians, (h) sharing an outreach person to assist with school refusal concerns.
 - b. AAC Devices. Next meeting.
 - c. 1:1 Assistant Criteria. D303 distributed their 1:1 grid/criteria.
 - d. ECE support question (Fran). More and more severe kids are coming into the program. What types of support does each of the districts provide? Depending on the size of the district and the length of the program, each district provides different levels of support.
2. Announcements/Reminders/Follow-up
 - a. Professional Development opportunities were distributed.
 - b. News from the roundtables. Carla shared the minutes from the recent IAASE meeting with a few reminders.
 - c. Mental Health Symposium on February 26. The session was mostly political and wasn't really geared toward educators. It was disappointing.
 - d. NetIEP Assessment pages. Pages 13 and 13A are added to the menu. Those are just the checklists. Carla will check with Netchemia regarding the actual assessment page.
 - e. ESY spreadsheet and checklist were distributed again.
 - f. Updated brochures were distributed.
3. Mental Health Breakfast and SAMHSA Application. We will be hosting a breakfast on Friday morning with school and community agency personnel to continue the dialogue with some schools and start the dialogue with others about mental health issues. We have hurried the start of this meeting due to the recent RFP regarding First Aid Mental Health Training. We will see if there is an interest to collaborate on this activity.
4. Assessment updates from the state were distributed.

5. Projections
 - a. Any new projections should be recorded in **Yellow for Spring**
 - b. New Pathways. We are going to recommend an additional K-1 section for the fall due to enrollments. **We will need to locate a space in an elementary building.**
 - c. 12+ enrollment is anywhere from 30-36 students. We will be seeking an additional teacher who can case manage and also provide vocational support.
 - d. New Directions. It will be recommended to reduce the teaching assistants in the program due to low enrollment.

6. 12+ Attendance and suggestions for IEP writing
 - a. Linda will provide a menu of services.

7. Upcoming events and professional development: (See Professional Development Calendar and/or MVSE website.)
 - a. 3/26 Parent Forum; Two topics: ~~Limit Setting and~~ Potty Training
 - b. 4/9 Autism Awareness Week and Events
 - c. 4/10 Psych/SW Network
 - d. 4/16 Board Workshop with Finance Committee
 - e. 4/22 Transition Network
 - f. 4/23 Business Partner Breakfast
 - g. 4/26 Special Olympics Track Meet, North Central College
 - h. 4/28 Next Steps Parent Training, 6:30-8:30; Follow-up May 21st financial planning; The flyer will be coming out soon for Theresa Varnett. We will also send a listing of the modules and topics so that districts can target younger families/students.**
 - i. 4/29 Difficult to Test Clinics
 - j. 5/1 Educator of the Year Banquet
 - k. 5/14 End of the Year Celebration, 3:30
 - l. 5/22 SAIL Graduation Breakfast
 - m. 6/2 Graduation MJC 10:00

6/15 Administrative Liaisons and End of Year Celebration

8. Board Meeting, March 25, 9:00. The agenda was reviewed without changes.

9. Behavior/Instructional Coaching Discussion
 - a. Jennifer presented a number of options for behavioral/instructional support based on the needs assessment and her experiences so far this year. They are: autism, classroom management, Tier 2 problem-solving, FABIP training, PBIS for D101, district/program support, and individual case consultation.
 - b. An approximate number of days per district were suggested. Jennifer will meet with each liaison to select their priorities for the upcoming year.
 - c. At the April liaison meeting, we will schedule a chat with a potential part-time behavioral/instructional coach.

10. Professional Development Report

- a. Jennifer distributed a listing of topics for the networks and the professional development on Institute Day.
- b. Autism cohort: **Nominate 1-2 individuals from each building who would be a part of an in-depth follow-up training by the end of March.**

11. PowerIEP

- a. The status and timelines for the spreadsheets were reviewed: Schools, Staff, Students.
- b. Professional Development Planning. The dates and locations were set. MV will set up ABC sign-up. Districts should communicate with their staff about which days specific roles of folks should attend.
- c. The order of forms were reviewed. Carla will take the discussion points and draft a list for review.
- d. Locking decision. We will learn more at training. Until then, the answer is “no”.
- e. Duplication decision. Everything will be new this year, no need for duplication. We will see how it works this year and make further decisions regarding this issue.
- f. Items for the “document library”. Each district was given a list of documents that they already have in the NetIEP library. **Each district should go through the list and bring it to the next meeting.**
- g. Invoicing. We have already received the invoice for the service. Carla will review it and give the information to the liaisons regarding their portion of the bill. Then each district can decide if they wish to pay the bill in this or next fiscal year.
- h. FABIP forms. We would like to request that we have customized forms for the FABIP. Carla will check into it.

Future File:

1. Twice Exceptional
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
8. What’s special about special education?
9. What’s co-teaching?
10. 504 for vision students
11. KIDS Assessment
12. ESY and non-disabled peers

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