

Administrative Liaison Meeting
Minutes
July 21, 2015

1. Discussion Topics
 - a. Updates from the districts
 - b. Content Enhancement at the High School Instructional Classes—follow-up. MV will be hosting this training for the ND staff. District self-contained teachers who are teaching content are welcome.
 - c. Grading in Special Education:
 - i. Anne will send a position paper from D304,
 - ii. Report cards technically can have modified indicated, but not the permanent record. Cannot appear on transcripts. Grades can also be weighted differently.
 - iii. Make sure there is clarification between accommodations and modifications.
 - iv. Kaneland adds a narrative.
 - v. All districts include a goal updates at progress reporting periods.
 - vi. Need to focus on what they can do.
 - vii. Some districts put an “m” next to the grade.
 - viii. Some conversation should occur about how to assign a grade to special education students. It should probably be based on the student’s progress toward expectations.
 - ix. Course codes and their titles (when clearly special education) may not necessarily need an “m” next to this grade.
2. Announcements/Reminders/Follow-up
 - a. Extra Mile was distributed.
 - b. Student/Staff lists will be finalized and should come out next week.
 - c. IDEA update. There is a hold-up with MOE. Should be resolved this week.
 - d. August 12 New Staff NetIEP training reminder. Lisa and Mike may send staff. Others will do their own. Mike will send ppt.
 - e. Post-secondary student outcomes article was distributed with far more positive outcomes for students attending post-high school services.
 - f. ISBE deviation guidance was distributed.
3. Netchemia transfer (at a minimum)
 - a. Dates: Last eval and AR date
 - b. Goals: Not the previous progress, just the goals.
 - c. Accommodations, prior to PARCC: If you have an AR on or after March 1, then the testing accommodations must be entered into PowerIEP.
 - d. Page 9, 9A, 9B: Only the page that pertains to this year; the last page.
 - e. Case managers do all of the cut/pasting.
 - f. PowerIEP will then pull the IEP at a glance.

4. Therapy Equipment Inventory. **Follow-up: Fran will check with Julie-Ann to see if the district PTs can have access to the equipment inventory.**
5. The Year in Review. Next meeting as a part of upcoming strategic planning.
6. Scheduling SIS/Testing Coordinator meeting in very early September. Suggested dates are: 9/15, 9/16 and 9/17. Bonnie will start a calendar request.
7. ESY Update
 - a. Related services have been added from referral in March to the actual ESY start date in July. As a result, we were initially understaffed in all of the related services. Next year, we are going to hire the number of related service staff as we have in the past. The staff will need to review all of the ESY IEPs to see who is listed for services since referral.
 - b. The contract PT worked for one day, then resigned. We haven't been able to find anyone. A letter was sent to those parents whose minutes will need to be made up during the course of the school year. The letter and student list were distributed.
 - c. Everything else is going well. The second site across the parking lot has been very helpful for transportation.
8. Starting to plan for next year
 - a. CLASS program has very few students this year.
 - b. H.S. Autism class. There will be 4-5 students who will be eligible for a high school program. The issue will be space.
 - c. MH interim placement. This item will continue to be discussed if it emerges from the interagency partnership group.
 - d. 45 day placements can be provided by MV at MJC.
9. Upcoming events and professional development: (See Professional Development Calendar and/or MVSE website.)
 - a. 8/5 IAASE, 8/6-7 Director's Conference. Who is going? Anne, Jamie, Mike, Carla
 - b. 8/11-12 PowerIEP Training
 - c. 8/17-18 PowerIEP Training
 - d. 9/2 11:30-2:00 Board Workshop**
 - e. 9/3 Kaneland Play-Based assessment with Toni Linder. Open to everyone.**
 - f. 9/4 PowerIEP Training This date will be changed. Carla will ask the PowerIEP folks about 9/3, 9/17 or 9/24.**
 - g. 8/31 Liaison Meeting (note change)**
 - h. 9/21 Initial CPI
 - i. 9/22 Refresher CPI
 - j. 9/30-10/2 IAASE Meeting and Fall Conference. Everyone's going!
 - k. 10/5 ASSIST Suicide Prevention Training, Tentative
10. Confirm meeting dates: **7/21, 8/31, 9/28, 10/26, 11/30, 12/14, 1/25, 2/22, 3/21, 4/25, 5/23, 6/20.**

11. Professional Development Report

- a. CHAMPS follow-up is occurring with each district.
- b. ASSIST Training for suicide prevention for SWs and psychs at the secondary level Follow-up. Next meeting.
- c. Mental Health First Aid training for TAs on the County-wide Institute Day? We will need to discuss this topic again at an upcoming meeting. There may be too many conflicts with the TAs, but perhaps it should be offered for certified staff? It was decided that it should be offered for both certified and TAs, then each district will determine who attends.
- d. The Professional Development At a Glance was distributed. **Please note a change that is included with these minutes.**

12. Board meeting agenda, August 4, **TUESDAY**. The agenda was reviewed without changes.

13. Transportation billing/formula and procedure was discussed. It was suggested that we collected additional information for further discussion at the next meeting.

14. PowerIEP Items

- a. Q & A format. Carla will rework the format and send out again.
- b. Shared focus groups? Dates? Probably later in November.
- c. RtI Committee to review PowerIEP options. Districts will select members of this committee.
- d. 504 Review in November? D301 and D302 will be having speakers regarding 504. We will all decide our next steps after these presentations.
- e. The group reviewed update from last meeting and the PowerIEP user group.

Future File:

1. **Extended School Year for HS; non-disabled peers**
2. **Transition services decisions: Review of TAGG**
3. **Eligibility Pages: SLP—Consultant, Committee**
4. Assessment of 12th grade students

Next Meeting: August 31, 12:00-4:00