

Administrative Liaison Agenda

June 21, 2018

- **ESY Update**
 - Need to finalize the process and stick to it (form)
 - Parent Information form needs to be a tab versus separate form
 - Limited access to form alteration (view only)
 - Parent Information form needs city/state/zip field
 - Clearer residing district field on Parent Form
 - Health Information (IHP) in referral form versus Parent Form
 - Perhaps once we get a “yes” on IHP question, liaison will get from nurse
 - IHPs need to be uploaded
 - Once parent’s submit information, parent get notification
 - Note to parents of “save the date” last week of school; can also include on a cheat sheet
 - Debrief ESY afterwards
 - Materials kits for each teacher (potentials)
 - Create a system of “evaluation”

- **MVSEC 2018-2019 Staffing Update**
 - All positions absent VI filled
 - Would MV consider giving VI to NIA totally
 - O & M on Board
 - New coordinator will go to Board 6/27
- **June 27, 2018 Board Agenda Review**
- **June 28, 2018 Part B and PK due**