

Administrative Liaison Meeting
Agenda
June 18, 2012

1. Announcements
 - a. Welcome to New Assistant Directors: Melissa Kaczkowski, D101; Lynn Reilly, D304
 - b. End of the Year Event for the group June 18th at 4:00 at Carla's
 - c. Professional development opportunities were distributed.
 - d. Board meeting dates were distributed.
 - e. September testing coordinator meeting will be scheduled again. We believe it proved to be very helpful this year.
 - f. Directors' Conference, July 19-20, Springfield. Carla and maybe John will be going.
 - g. IAASE Fall Conference, September 20-21, Tinley Park
 - h. IAASE Winter Conference, February 26-27. Yes that is a Tuesday and Wednesday.
 - i. Paula Kluth, Working with Students on the Spectrum, Kaneland, November 19, Districts and MV are invited.
 - j. Transition Program date changes, location update: Both programs will be at the Shelby Building. The ToTAL Program will change its calendar to line up with the SAIL Program.
 - k. Correct Date New Staff Netchemia Training, August 16th
 - l. Your first department meetings: reminders about sign-ins, dates, new evaluation sign-in and MVSEC referral procedures. Carla redistributed memos that were established this school year.
 - m. Lions Club flyer was distributed.
 - n. Extra Mile was handed out.
2. Administrative Liaison Meetings/Dates
 - b. Next Year's Meeting Dates: The last Monday of every month from 1:00-4:00: August 27, September 24, ~~October 29~~ **October 22**, November 26, December 17, January 28, ~~February 18~~ **February 19 1:00** (earlier due to IAASE), March 18 (earlier due to spring break), April 22 (earlier due to board meeting), ~~May 27~~ **May 20**, June 17
3. Course codes. No committee needed. Paige should send a copy to the administrative liaisons who will forward for review to high school personnel.
4. CLASS Program Projected Enrollment. The confirmed enrollment has changed quite a bit since last month's discussion.
 - a. K, 1, 2—6 students
 - b. 2,3—4 students
 - c. 4,5—6 students

5. Consent form questions. There was a lengthy discussion about the reevaluation consent form and what kinds of information is supposed to be written in the current information pages. Carla had concerns regarding duplicity and thoroughness of the evaluation information. It appears that the districts are writing actual information on the consent form. Carla will do some more research with the Roundtables and other networks and report back to the group. In the meantime, Mid-Valley will be redoing the reevaluation process to assure consistency among staff members and clarity of information for parents.
6. IDEA. Not all the subgrants have been submitted. Some have been returned for changes. When Carla returns from vacation, she will submit so that the deadline of June 30 is met.
7. ESY.
 - a. There have been many issues regarding the appropriate assignment and number of minutes for related services. Clearly, the communication between the “form completer” and the service provider needs to improve next year. There also needs to be some clarity in which students should receive services during ESY.
 - b. It has worked pretty well to identify the 1:1s this year. But, the central office needs to confirm them. It is different if a student has a 1:1 in a general education setting during the year, then is referred to our small group classes. It takes some careful consideration.
 - c. Deadline. We received over 30 confirmed students (some were brand new) after the May 15th deadline. This caused numerous problems with staffing, parent letters, etc. A few additions are expected, but this was really a problem this year. The deadline for next year must move up to May 1st and we really need to meet it if at all possible.
8. Shared Professional Development: A full calendar was distributed. We are waiting for a few confirmations, but we’re pretty set. This information will be available by strands and a monthly calendar on the MV web-site.
 - a. Content Enhancement
 - b. Zones of Regulation
 - c. Goal Writing.
 - d. Progress Monitoring/Graphing/Student Growth
 - e. Behavior Change
 - f. Networks
 - g. Assistive Technology
 - h. CPI training
 - i. Netchemia: New Staff Schedule
 - j. Parent training/networking: Nothing scheduled yet.
 - k. Legal issues:
 - l. New: Autism strand
 - m. New: Common Core for Special Education
9. Board Meeting: July 1. Items were reviewed without changes.

10. OT/PT

- a. Fall Assignments. We will need an increase in OTs due to increased need for motor groups, diagnostics and early childhood referrals during the course of the year.
- b. **SST schedules are requested from each district for itinerant staff (also HI/VI)**
- c. RtI Intervention—D101 Division coordinator; D303 department leadership: Next meeting. We need Linda to clarify this issue.

11. FBA Consent/BIP Goals. There was a discussion about whether or not BIP goals should be included in IEP goals. How often should the progress be reported? MV will be working on this issue in the upcoming year. We will share our procedures for discussion with the districts.

12. Medicaid Consent Change Next Year. We will still have to collect consent at every IEP meeting until there is a final rule (probably in the fall).

13. The Years in Review!

Original concerns (Summer, 2010)

- a. New Directions: Lots of improvement!
- b. ~~Administrative Liaison Meetings~~—Good to go.
- c. OT/PT issues, assignments, workload, team leaders: Improving.
- d. Social Workers: Next year, Natalie will take the SW department.
- e. ~~ISAT/IAA~~—Good to go.
- f. Safe Schools: Improving. Communication re: SS and ND needs to be clarified.
- g. Lack of a long-range or strategic plan: Still need one. Carla will be presenting one for discussion at the fall Board workshop. It is very difficult to create a long-range plan in isolation from the district plans.
- h. ~~Fiscal timelines, grant issues~~ Although there will always be room for improvement, this area has improved to the point of not being an issue.
- i. Lack of academics in the programs: New materials; new training. This issue is continuing. (See below.)
- j. ~~Budget, financial issues~~—The finance committee work with Sue has been very helpful. The process is very transparent and understandable.
- k. ESY: Improved, but we still have a few remaining issues.
- l. ~~Board communications~~—This area seems to have improved quite a bit. The board is supportive. Board policies were completed this year.

Added: (School Year, 2011-12)

- m. External Grants. Several new grants were obtained this year. This issue is ongoing.
- n. Space. The space for the Transition Programs and organizing MJC to be more school-like is a great improvement.

- o. Staff Expectations. In order to assure that quality programs continue, we have been examining and working with staff on performance expectations. Job descriptions.
- p. Evaluation systems. To coincide with the clarification of expectations through the job descriptions, the evaluation systems for TAs and teachers have also been revised.
- q. Union relationships. This was the first year with an independent union. For the most part, these relationships have been positive.
- r. Curriculum additions: Saxon Math, Read 180, Unique Learning Systems, TeachTown. Coming next year: Corrective Reading, Reading Street, Consumer Math, Equals math programs, Lexia. Curriculum-based measurement strategies.
- s. Behavior Technical Assistance/Training. With the addition of Natalie, technical assistance and professional development has been available to districts and MV programs. Next year, the psychology intern will assist with these efforts.
- t. Professional Development/Shared Professional Development. Two years ago, the only professional development that was offered at the cooperative was CPI training. There was no consistent professional development plan and the districts did not collaborate on shared interests or topics. There is now a comprehensive professional development plan.
- u. Goal Writing Changes/Netchemia Improvements. It seems that there are fewer issues with Netchemia due to the recent changes this year. The goal pages and common core standards are due to be changed this upcoming year.
- v. MVSEC Reevaluation Procedures/Process. This will be an issue for study and possible revisions in the upcoming school year. Currently, we are inconsistent in implementation and procedures.
- w. SAIL Microbusiness started this year and will continue to expand into the next years. The Vocational and Transition programs are reevaluating the vocational experiences for students.
- x. Referral Procedures. The referral procedures have been revised. It will be important to assure that district personnel are aware of these changes.
- y. Program information, brochures and the web-site have all been requested to be redone. This is a process not yet completed.
- z. The web-site has been improved and is much more user-friendly. Staff procedures have been improved, clarified, simplified.
- aa. Procedures to accompany the policy manual will need to be created.
- bb. Negotiations for both bargaining units will begin in the fall.
- cc. And, we successfully served 225 students in the programs and another 450 (or so) in itinerant services!

14. Thanks to all the administrative liaisons support and guidance over the last two years. We look forward to the accomplishments of next year!

15. Other Topics for the Future File
 - a. Parents at Domain meetings: Reevaluation procedures
 - b. Diabetes/Health care plans
 - c. Registration procedures/consistencies
 - d. Eligibility pages

Next meeting: July 23, 1:00-4:00.