

Administrative Liaison Meeting
Minutes
February 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? Possible virtual learning, extra counseling/support, family support, flexible hours, vocational opportunities, alternative learning opportunities, facilitation between schools/hospitals regarding transition, community outreach in partnership with community agencies and services. We will continue this discussion next month in preparation for the Board workshop. **Each district will prepare information, based on the D101 and D304 information presented to their Boards: (a) the number of students hospitalized, (b) the number of initial special education evaluations due to emotional issues emerging in middle and high school, (c) the number of students with 504 plans due to emotional issues, and (d) the number of home-bound students due to emotional issues.**
- b. Home Language Survey Process. The guidance from the Justice Department was shared. The HLS should be conducted upon first registration. This information should be filed in the student's file at their home school. If there are any issues with the student's status, it should be communicated at the MV intake meeting.
- c. AAC Devices. Next meeting.
- d. 1:1 Assistant Criteria. Next meeting.
- e. Related services and PARCC testing. Because of the testing schedules and the necessity to have all staff assist with testing, it is anticipated that there will be gaps in related service delivery during the testing weeks. These minutes do not have to be made up at a later date.

2. Announcements/Reminders/Follow-up

- a. Professional Development opportunities were distributed, with a special note about Next Steps training, CHAMPS and Facilitated IEP training. **Staff have until the end of March to register for Facilitated IEP training before we distribute elsewhere in the state.**
- b. Extra Mile was distributed.
- c. Mid-year grant reminders from the state were distributed.
- d. News from IAASE
 - i. ELL identification session from D300 was very good. Good checklist. And, a nice RtI rubric.
 - ii. Threat assessment sessions were good.
- e. US DOE letter was distributed regarding communication for students with disabilities.
- f. US Dept of Justice ELL Participation Guidance was distributed.
- g. Cabs. It was decided that cabs should be the last resource for transportation. At this time, MV will not use cabs for any mid-day transportation.

- h. Speech/language eligibility, service delivery, and network. A small amount of consultation will be added to the PD allocation from IDEA to hire someone to help facilitate these needs. The liaisons have requested that they interview possible candidates.
 - i. Infinitec Membership Discussion. Each district will continue with its membership in Infinitec. Mid-Valley will have honorary membership because of this participation. One district is considering several of the options discussed.
 - j. Anne, Lynn and two staff members from MV will be attending the Mental Health Symposium on February 26.
- 3. PARCC and DLM News. The general consensus is that this process is very stressful for everyone involved.
- 4. **Updated projections are due March 6th.** It is critical that the numbers be recorded as accurately as possible, especially in EC New Pathways, elementary New Directions, SAIL and 12+.
- 5. ESY Reminders
 - a. Changed IEPs. Because the referrals are due by Spring Break, there are many ARs after that date. For the most part, the referrals to ESY are correct, but the related service minutes are not accurate. **Lisa will send a copy of her ESY spreadsheet to everyone for them to use so that the information can come to the cooperative more accurately. Anne's department is using a nice checklist to receive all the forms for ESY. Carla will send that out to everyone as well.**
 - b. SW. We will be offering a small amount of SW services this summer in order to get the behavior plans underway a little more efficiently.
- 6. 12+ Attendance and suggestions for IEP writing
 - a. Linda shared the work of the team in capturing the minutes of service that students receive in the program. There is great variability in how the students use the services offered. In all, it has been very successful for students.
 - b. The students receive approximately 90 mpw for voc. and SW. Students with higher amounts of service are supported through job coaching.
 - c. **Districts may want to look at the district's requirements regarding recording attendance for this group of students because this is not a 5 day a week/6 hours a day program.**
 - d. Linda will provide a menu of services.
- 7. Upcoming events and professional development: (See Professional Development Calendar and/or MVSE website.)

MARCH 16 1:00-2:30-3:00 PowerIEP Implementation

- a. 2/24 and 4/28 Next Steps Parent Training, 6:30-8:30
- b. 2/25 Finance Committee

- c. 2/27 Institute Day
 - d. 3/4 and 3/25 Board Meetings**
 - e. 3/18 and 4/29 Difficult to Test Clinics
 - f. 3/19 Finance Committee**
 - g. 3/26 Parent Forum; Two topics: Limit Setting and Potty Training
 - h. 4/9 Autism Awareness Week and Events
 - i. 4/10 Psych/SW Network
 - j. 4/16 Board Workshop with Finance Committee**
 - k. 4/22 Transition Network
 - l. 4/23 Business Partner Breakfast**
 - m. 4/26 Special Olympics Track Meet, North Central College
 - n. 5/1 Educator of the Year Banquet
 - o. 5/14 End of the Year Celebration, 3:30
 - p. 5/22 SAIL Graduation Breakfast**
 - q. 6/2 Graduation MJC 10:00**
8. Board Meeting, March 4, 9:00. The agenda was reviewed without changes.
9. Needs Assessment Report
- a. Jennifer shared the overall results of the needs assessment. In rank order, staff indicated needs in (a) curriculum materials for all learners, (b) best practices in instructional methodology, (c) behavior/emotional supports, (d) assessment/data, and (e) legal issues. General education staff indicated their highest need as behavior/emotional supports. Special education staff indicated their highest need as curriculum materials for diverse learners.
 - b. Participation in the survey was low this year from all districts and Mid-Valley. It was proposed that we vary the format every other year.
10. Professional Development Report
- a. Upcoming events; Institute Day. The sessions are going to be well-attended. Jennifer will send updated registration later in the week.
 - b. CHAMPS. The June training is full already. August has about 10 participants.
 - c. Individual problem-solving process training will be scheduled and shared at the next administrative liaison meeting.
 - d. Facilitated IEP training is confirmed for June 8-9. Districts have until the end of the month to register. After that time, we will be releasing to other parts of the state.**
 - e. There was a discussion about the Networks.
 - i. Transition network attendance and topics were discussed. This is a valuable network. **Liaisons will target individuals to attend these sessions.**
 - ii. Psych/SW network. The attendance and topics were shared. This year, the sessions have focused on particular topics and have not been especially well attended. Further information will be gathered and shared at the next meeting.

- iii. SLP Network will start next year with the help of some consultation hours. Their mission will be to share information and review criteria/eligibility.
 - f. Next year planning—Autism cohort
 - i. Jennifer will send a note with the purpose and schedule to the liaisons.
 - ii. **Nominate 1-2 individuals from each building who would be a part of an in-depth follow-up training by the end of March.**
 - iii. Also new pairs may be nominated.
 - iv. In April/May Jennifer and Pam Leonard will meet with each staff member and building principal to review the plans for next year.
 - v. If possible, they will also conduct a building walk-through for baseline this spring.
 - vi. In the fall, this group would have one full-day of training with three ½ day follow-up meetings.
11. Use of the Behavior Coaching Position. Next meeting.
12. PowerIEP Fields/codes discussion. All the fields were reviewed and confirmed.
13. PowerIEP Professional Development Planning. Dates were discussed for staff training. Carla will send a summary and all of the dates will be confirmed after the Board meeting on March 4.

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**

Next Meeting: March 23, 12:00-4:00