

Administrative Liaison Meeting
Minutes
October 22, 2012

1. News from the Districts
 - a. D304 possible work stoppage.
 - b. D101 Superintendent search is underway.
 - c. Sarah is back!

2. Announcements
 - a. Professional development opportunities were distributed.
 - b. EXPLORE/PLAN testing. **Check to see if there are testing materials in your districts. Email Paige with names. Send materials by November 1st.** If there are no materials, those students are skipped this year.
 - c. Strategic Planning, lunch at 12:00 before the November 26th meeting.
 - d. MVSEC Annual Review and Evaluation Dates. Done.
 - e. Planning for Difficult to Test Clinics: November and April. Carla will follow-up with Jean.
 - f. Work Stoppage Plan, if necessary. Information has been sent to staff and parents. The programs will continue. Itinerant services will be made up during the course of the year.
 - g. Safe Schools. The teacher has resigned. *Note since the meeting, a new teacher will be starting on November 5.* Plan B is currently in place. We request your patience with report cards as we go through the transition.
 - h. Ellen Wcislo is subbing for Paige, starting next week.

3. Referral Communication revisions were reviewed. Carla will distribute electronically with highlights maintained.

4. Discussion re: invitation for 18 year old student who may not want his/her parents to attend
 - a. Parents receive notice to meetings
 - b. Students may exclude them from the meeting

5. Assessment
 - a. EXPLORE/PLAN/PSAE procedures. Accommodations were reviewed. It is not recommended to read the reading passages, but need to follow the reader's scripts exactly.
 - b. Results are not all in for the MV students last year.
 - c. Spreadsheets were distributed with student names and accommodations to testing coordinators last week. They were also given to the administrative liaisons for their information. Melissa has checked the SIS system and all changes have been made and are up to date.
 - d. Continued discussion regarding accommodations checklists. MV will be using the checklist to coordinate testing, but not at referral.

6. Updates for Behavior Support and Training
 - a. Revised training dates were shared.
 - b. Individual consultation requests to date 24 consultations so far; 5+ pending; 3 weeks out with this type of load; 6+ more than last year. Teams are asking for more frequent follow-up. If the consultation is from a team that has participated in the training, the quality of the team work has improved. Natalie is providing guidance toward independence.

7. Netchemia:
 - a. Status of requested changes; not complete yet.
 - b. Amendment procedures were reviewed.

The amendment form in the notice and consent menu is to be used when changes are made to the existing IEP. The parents may or may not be present. This form must be completed and the changed IEP forms must be attached to this form and included in the student's special education records. Some teams also open the additional notes page and record that an amendment was made on a particular date.

The Parent/Guardian Meeting Form is to be used for all other meetings with parents during the school year where you may be having a conference, clarifying the IEP or noting progress. No changes are to be made to the IEP, but you just want to have a record that the meeting was held. This form should also be included in the student's special education file, but does not need to be attached to the IEP.
 - c. Name/titles on Parent/Guardian Meeting Form (Notice and Consent). Carla will ask Netchemia to move the Title to the Name/Title section so that way people can sign in right next to their name/title. This form should be printed after the notes are recorded and then folks can sign.

8. Course codes updates
 - a. For all districts, the spreadsheets will be completed by the end of year for elementary, MS/HS spreadsheets or report cards 2X year. Transition students need to be included.
 - b. Carla has a meeting on 11/8 with D302 to determine the procedure for local codes.

9. OT/PT
 - a. Revised assignments were distributed.
 - b. Schedules with groupings were distributed. Concerns were noted about how many groups there were and how much open time was in their schedules. The districts were requesting more groups. Some liaisons will speak directly to their assigned OT.
 - c. 504/inclusion meeting commitments. It would be good to come up with some guidelines for OT services in particular.
 - d. Problem-solving/consultation should be through screening process.
 - e. Linda will put together monthly reports with the following data: screening, results of screenings, evaluations, 504 plans.

10. High School Autism Program. As a follow-up to the board workshop, there was a brief discussion about the need for the cooperative to provide a high school autism program. The program would target students with extreme language and behavioral needs. At this time, MV has two students with two possible students from D101 and D302. **Liaisons are going to look at future student need and report back at the next meeting.**

11. ESY:

- a. Procedures were reviewed with changes that will be finalized at the next meeting.
- b. Timelines will be adjusted to April 1st for referrals and May 1st for parent packets.
- c. Health plans vs. medical concerns: Next meeting.
- d. Expand to HS services. For milder disabilities, the only types of classes that would work would be study skills, test taking strategies, advocacy/planning. Continued discussion at the next meeting will also include services for transition-aged students. Carla will provide a budget for 12 month programming for transition.
- e. Communication about ESY, visits to the program; next meeting.
- f. **Dates for next year are firm: from 8:00-12:00, M-Th from July 8 to August 1.**
- g. When the positions are ready to go, please advertise ESY positions in the districts due to a staff shortage.

12. Shared Professional Development Calendars; changes were distributed and reviewed that included:

- a. Progress monitoring
- b. Content Enhancement
- c. Behavior cohorts

13. Board Meeting: November 7, 10:00 at the MVSEC Administrative offices; Open House at Shelby at 9:00. The agenda was reviewed without changes.

14. NIU Partnership: Next meeting.

15. Criteria Discussions: We decided to postpone these discussions and focus on OT/PT criteria for review.

Other Topics for the Future File

- a. Reevaluation procedures
- b. Diabetes/Health care plans
- c. Registration procedures/consistencies
- d. Eligibility pages

Next meeting: November 29, 1:00-4:00; lunch and strategic planning at 12:00.