

Administrative Liaison Meeting
Minutes
December 15, 2014

1. 12:00 Lunch Topics:
 - a. From the November meeting: Speech/language eligibility and service delivery. Discussion will be continued at the next meeting. Liaisons should share the information they gathered via email. D303 handed out paper copies. At the next meeting, we will review the data and determine next steps. Most of the work will most likely involve an eligibility/exit committee. It is difficult at this time to commit staff or administrators to this additional task. (See below.)
 - b. SLP Discussion:
 - i. SLP Network: We can send a survey to see if there is interest in starting a network and what kinds of topics, sessions they may want.
 - ii. ASHA. Inform SLPs about the maintenance CEUs.
 - iii. Licensure: Folks need 30 CEUs over 3 years.
 - iv. Service Delivery.
 - v. There is an interest to re-look at the criteria and educational relevance. We'll start the discussion in a network.
 - c. PARCC accommodations/Data entry.
 - d. DLM issues
 - i. KITE Client. Need to let tech departments know about the devices that students will be using.
 - ii. Rostering students. Explorer is not the browser to use. Should use Chrome or FireFox.
 - e. Transportation: Cabs.
 - f. How are folks recording minutes on the 9, 9A, 9B pages.
 - i. "During the semester that the student is enrolled in math" for block schedules.
 - ii. If they are finished with math classes, but have math goals, if the classes are finished, notes are made to the additional notes pages.
 - iii. Another way is to document each semester on the 9, 9A, 9B pages.
 - iv. If the student only has math and there are no classes, then they may be dropped from special education.
 - g. Residential placements discussion.
2. News from the Districts
 - a. D302 superintendent will be announced tonight!
3. Announcements/Reminders/Follow-up
 - a. Professional Development.
 - b. Extra Mile

- c. Northern Illinois Roundtable and Region II news.
 - d. FABIP Forms Memo.
 - e. Susan Hall for Institute Day—Confirmed
 - f. Jennifer shared and discussed a formula that they used in her previous district that varies the minutes by needs within the blended classroom for EC.
 - g. ASHA CEU continuation: New information to present!
 - h. Needs Assessment. Going live on January 7 to go live. Going to admin. Liaisons on January 5.
 - i. MV Parent Facebook page is up!
4. Timeline for realistic projections. Google docs the first week of January; Projections by the first week of February.
5. Upcoming events and professional development: (See Professional Development Calendar and/or MVSE website.)
- a. 12/17 1:00 IEP Vendors—Technical discussion
 - b. 12/18 1:00 Finance Committee
 - c. 1/13-14 CHAMPS training
 - d. 1/16 or 1/30 Transition training
 - e. 1/22 Finance Committee
 - f. 1/22 Parent Resource Fair in Batavia: Rotolo MS 6:30-8:30
 - g. 1/27 Transition Network
 - h. Next Steps Parent Training on February 24 and April 28; parent/student training 6:30 p.m. at the district 303 Board room. Flyer to come.**
 - i. 2/18 IAASE Board meeting
 - j. 2/19-20 IAASE Winter Conference
6. Revised referral process and paperwork was shared and discussed. Up on the websites this week.
7. Professional Development Report
- a. Upcoming events; Institute Day. Common Core, Social Thinking, Pam Leonard.
 - b. Cohorts, 2nd week in January follow-up; Feb will be the last training, then follow-up.
 - c. CHAMPS full. Summer institute: Suggested dates—Week of June 8th. 2 days in the summer.
 - d. Facilitated IEP training during the same week. More information later.
 - e. Initial CPI January 27 full day, 29th ½ day at the Food Bank
8. Behavior/Instructional Coaching and Consultation Update
- a. Update
 - b. Draft forms and process were distributed and discussed. There is an additional step that includes an initial call and follow-up with the building principal. Some districts are considering presentations to the administrative team.

- c. Will be creating 5-10 minute videos to help support teams/teachers.
9. Electronic IEP Discussion
- a. Review of vendor data
 - b. Next steps:
 - i. Technology meeting
 - ii. Site visits: Questions
10. Enrollment Update/Future Planning
- a. New Pathways: most classrooms are full; next year unless we do a 5-6 section, MS will need two classrooms
 - b. ECHI: full
 - c. New Directions HS: full
 - d. Safe Schools: full
 - e. ELS Elementary (both sections) and middle school is ok
 - f. NP and CLASS at WA will be moving buildings next year
 - g. ABLE Program after age 18. In addition to Marklund, what other options are there for private placements? We need to start this discussion much earlier in their school journey.
11. Twelve Plus description and criteria
12. ESY
- a. ESY will be July 6-July30, M-Th, 8:00-12:00.
 - b. Location: MJC, Shelby and Munhall.
 - c. Updated referral forms and instructions
13. Board Meeting, January 7, 9:00.
14. Infinitic Membership Discussion. Each district will poll their AT coordinator and/or staff to see how much Infinitic is used in the districts.

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

Next Meeting: January 26, 12:00-4:00