

**Meeting Name** Administrative Liaison Meeting

**Date** 9/24/2018

**Time** 1:00 PM

Topic	Preparation	Notes	Outcome	Follow Up Needed
<b>SHARE INFORMATION</b> <b>1. Data collection for</b> <b>LCSW/BCBA</b> Time allotted: 5 Leader: Fidishin		Not a required position; NP get asked a lot; Naperville has BCBA's on staff; How is that different from Behavioral instruction coaches? MV unable to use your own people to support own program; Perhaps add a person designated to support MV programs (behavior interventionist); classroom management an issue in some programs; teachers believe they need more help versus management support; MV follows the same request of the same process	<b>Post for 2019-2020 school year; Behavior Interventionist for MV programs</b>	

## 2. Program Updates

Time Allotted: 15 minutes

Leader: Coordinators

To enhance communication

ELS: when teacher's request TA, investigating staff needs; looking to ascertain staff expectations and curriculum for ELS; set up observations and tours of students transitioning to programs; fully staffed except ALOP job coach; trying to work with St. Charles COC to bolster opportunities and create hierarchy of jobs; want to share 12+ information with special education staff meeting dates; Vocovision-will start within week; NP: positions filled; MS classrooms full but primary relatively empty; new staff strong; all teachers received KIDS training-to date no teachers have received emails from state;

Will schedule "assessment" on agenda for October;

## INPUT FOR A DECISION

### 1. Classroom User Agreement Language

allotted: 15 min

Leader: Fid

Time

It appears some school district IT directors interpret the language differently. Need to develop consistency across joint agreement districts

Determined at Finance Committee meeting

To be part of the new user agreement 2019-2020

### 2. ESY-School Year Communication

Time allotted: 10

What if a Fall school year teacher wants to communicate with and ESY teacher? rare occurrence;

Master list of ESY teachers and contacts

Leader: Fidishin

**3. 504 dropdown in the EmbraceIEP**

Time allotted: 15 min

Leader: Mike

Embrace working on automatically update re-evaluations; want staff to get into mind set of annual meeting

Change it to "504 Revision" vs. "504" on dropdown; Marianne will contact Embrace

**3.Mental Health Partnership Meeting**

Time allotted: 15 min

Leader: Fidishin

Time

Discuss origins and if another liaison can lead the Nov. 16th meeting

Liaison will volunteer to facilitate Nov. 16 meeting due to Fidishin's absence at a conference

**4. Developing a legally defensible IEP Process**

Time allotted: 1 hour

Leader: Fidishin

In order to develop consistency and quality control across all joint agreement districts, team will develop a unified IEP meeting process and components of a legally defensible IEP

A single document agreed upon by all districts and cooperative

**Postponed until October meeting**

**5. Review of the Board agenda**

Time Allotted: 15 minutes

Leader: Fidishin

To communicate questions and concerns in advance of Board meeting

No questions

**MAKE A DECISION**