

Administrative Liaison Meeting  
Minutes  
October 28, 2013

1. News from the Districts
  - a. D101 for ASHA CEUs for the autism training series
  - b. Laurel is having surgery.
  - c. D101 presentation on heroin use was very helpful. Erin Reed.
  - d. 2 openings in D101 elementary special education.
2. Announcements/Reminders/Follow-up
  - a. Professional Development opportunities were distributed.
  - b. Extra Mile was distributed.
  - c. District contacts are completed.
  - d. ADOS 2 Follow-up: MVSEC will purchase the follow-up videos and schedule two sessions for around February. Payment will be in MV carryover. Start the series again in September for those who didn't attend this year or for new psychologists and SLPs.
  - e. News from the Roundtable and IAASE: Several items were discussed including (i) class size, 70/30; (ii) reporting dangerous or suicidal students to state police under the concealed carry law; (iii) changes to the "stay put" regulation if parties are in mediation and "facilitated" IEPs; (iv) proposed dyslexia bill; (v) IAASE legislative platform; (vi) Dynamic Learning Maps to replace IAA; and (vii) Region I workshops and workgroups.
  - f. Carla, Paige and Natalie attended a meeting with D303's elementary administrators which was well-received. **We are still willing and able to meet with other district administration or special education departments.**
  - g. Principal Breakfast Dates are set (below). Carla will send the invitation to all administrative liaisons and the superintendents.
  - h. MV is still missing test results. If the serving school and testing school are the same, you will receive two sets of scores. If the testing school is different, you will get three sets of results. The home school should send a copy to the parents and to MV. **We would appreciate copies of the missing results.**
  - i. EXPLORE Testing, 11/4-11, **missing testing materials from D303, 302, 101.**
  - j. Parent University—February 1: Cancelling the university and latching on to D303's Parent Coffee House topics.
  - k. February 28: Anita Archer (Certified Literacy) and Pam Leonard (Autism) for TAs: Save the dates.
  - l. IDEA Amendment date: **End of October; waiting for 304, 101; 303?**
  - m. Shared ppts on MV document library. Carla will correct and put all of them in the system. If anyone else has any to add, please use the MV library and start each title with PPT.
  - n. Discrete trial training and MyService Tracker training attendance was distributed.
  - o. Change in next meeting date. **In order to catch up this agenda, there will be two meetings in November. The regular meeting will be November 18 (1:00-**

**4:00) and an extended meeting will be on November 26 from 12:00 to 4:00.**

Carla will provide a luncheon.

- p. Young Athletes update. For the first year of Young Athletes, we will be involving the MV class at Fox Ridge and the Kindergarten MV class at Munhall. We have also invited the EC classes (4) to participate as well. The culminating activity will be May 8. We would like to expand the program next year.
  - q. Change in Transition Requirement includes assessing all students with IEPs for Independent Living Skills. This topic will be addressed in the transition network starting in November.
3. Upcoming events
- a. 11/5, 1/29, 3/25 Autism team training at Prairie Knolls library
  - b. 11/7 Progress Monitoring Training Day Two
  - c. New group for behavior cohorts (Cancelled.)
  - d. 10/29, 12/11, 3/20 Year 2 behavior cohort (301-302) Modified CHAMPS
  - e. 11/13 and 3/6: TRANSITION NETWORK
  - f. **11/21 1:00 Finance Committee. Liaisons attend the entire series.**
  - g. 12/13 Psych/SW Network
  - h. 12/10, 2/11, 4/8 Administrator Breakfasts: 7:30-9:30 a.m.
4. Shared Professional Development: ***Please make sure that folks RSVP, so we can have enough space and materials.***
- a. CHAMPS Infomercial at next Psych/SW Network meeting
  - b. FABIP Committee: **Need names from D302, D303, D304, then we'll set dates.**
  - c. Session for SLPs on February 28 Institute Day: D101 will provide CEUs and some sessions: Laurie from D101 will coordinate the efforts; should eventually create SLP strands for future professional development.
  - d. Transition Day on February 28. Most staff are committed to activities for this year, but should be considered for next year.
  - e. Autism Strand has started.
  - f. NCI (CPI) training for D302, D301, new MV staff, some of D304; **scheduled for 11/19-20 Initial training.**
5. New requirement:
- a. HB 3070: Amends the School Code. Provides that school guidance counselors, teachers, school social workers, and other school personnel who work with pupils in grades 7 through 12 shall be trained to identify the warning signs of mental illness and suicidal behavior (instead of just suicidal behavior). **To be enacted January 1, 2014.**
  - b. Scott Carchedi, the new ND SW, presented a proposal for a grant to be submitted in January from the American Psychiatric Foundation to inservice school staff on the warning signs and options available for students with mental illness. The grant includes materials, ppts, etc
  - c. **Each director will think about nominating a couple of licensed staff members from their district to be trainers and to participate in this grant.**

6. Referral process: Next meeting.
7. Enrollment update
  - a. New Directions is adding a high school teacher and anticipates an elementary school will open in the near future.
  - b. The CLASS program is also increasing with enrollment.
  - c. Associated related services, recommended SW ratio: It was recommended that each director and MV staff reach out to private facilities to determine an appropriate therapeutic ratio.
8. OT/PT
  - a. Equipment inventory and check-out process on Website. The process was reviewed and approved.
  - b. Resource Library and assessment library process was reviewed and approved.
  - c. It was suggested that we include a listing of assessments and library materials on the web-site.
9. ESY: Next meeting
  - a. Suggested locations
  - b. Referral process: How do we mitigate the last minute changes?
  - c. 1:1 Assistants
  - d. **ESY Trends**
10. Netchemia
  - a. Age 22 changed to be more accurate.
  - b. No 504 or ISPs are available in this system.
  - c. Asking for SEL and ECE standards to be installed. Still waiting for confirmation.
  - d. Should we lock IEPs and why/why not? (Ann) Most districts do not lock IEPs due to shortages in administrative support. MV locks them to prevent unwarranted changes.
  - e. NetIEP training for secretarial support (Ann): **We will establish a little network meetings with the secretaries to review administrative tasks in Netchemia.**
  - f. Parasupport on IEPs. Carla will send notes from previous meetings. Fran will send her guidelines.
  - g. Other issues?
11. The changes in APE services for 2013-14 were reviewed.
12. Board Meeting, November 6, 9:00: The agenda was reviewed without changes.
13. ECE Outcomes: Next meeting.
14. Dynamic Learning Maps: Next meeting.
15. Accommodation / Modifications / special format for PARCC (Fran): Next meeting.

16. Appropriate goals for students at the high school when minimal interventions are available and the focus is not on meeting credit requirements (Fran): Next meeting.
17. Parent University/Chick Chat (Ann): Parent University was cancelled. Chik Chat (co-sponsored by Tri-Cities) will occur on February 1<sup>st</sup>. All districts will be invited.
18. Personnel Reimbursement – what formula do you use for psychologists, social workers and RNs? (Ann): Next meeting.
19. NetIEP- EE code on form 9 for a student who is currently 5 years old but will turn 6 before his/her next IEP meeting (Ann): Next meeting.
20. SEL Student needs (Lisa): Next meeting.
  - a. Support of outplaced students/running IEP meetings
  - b. Procedures SWs
  - c. Records release; reports confidentiality; clinicians vs. educational programming
  - d. Add special education teachers; workload
21. 504: Next meeting.
  - a. D101
  - b. D301
  - c. D302—Principals
  - d. D303—Psychs
  - e. D304

Future File:

1. Difficult to Test Clinics
2. Reevaluation Procedures
3. Diabetes/Health Care Plans
4. Eligibility Pages: SLP
5. Assessment of 12<sup>th</sup> grade students
6. Amendments, when are they appropriate?
7. Use of proportionate share

***Next Meeting: Monday, November 18, 1:00; Catch-Up meeting: November 26, 12:00-4:00.***