Administrative Liaison Meeting
Minutes
September 28, 2015

1. Discussion Topics/News from the Districts
   a. Diploma vs. Certificate
   b. IAASE arrangements
   c. Indicator 13 (See below.)

2. ELL students and services. MV will provide each liaison with a list of students we believe are second language students. We will also check SIS to see if they are listed for ACCESS testing and we will check to see if we know of a service waiver for these students. The liaisons will check with the building ELL providers to clarify any missing information. At our next meeting, from these lists, we will determine (a) who should be having services or who should have waivers, (b) how services will be delivered (if necessary), and (c) how testing will be provided.

3. Meeting Consolidation. There was a discussion about how we might consolidate some of the IEP meetings so that our district partners can make better use of their time in meetings. We also discussed other issues related to district attendance at these meetings, including the use of more facilitated IEP strategies. Our first priority will be the SAIL program and the New Directions program along with D301 and D302 because of travel time. Most of the recommendations will be implemented next school year.

4. 12+ placement guidelines. There was a discussion about creating 12+ placement guidelines. MV is using the TAGG for data collection to be able to share with the liaisons. Also, it was recommended that we operationalize some of the indicators into a possible matrix. Each liaison should consult with their high school teams to determine how they are making decisions about referrals to this and the other transition programming options offered by the cooperative. This issue will continue to be discussed at upcoming meetings.

5. MV plans for next year
   a. CLASS may be up to 5-6 students in the next couple of weeks.
   b. H.S. Autism class. There is still no room at the high schools. The former Kaneland Middle School is an option that we could explore. MV will provide a list of the potential students to each of the districts so they can start individual planning.
   c. ESY options for ND students were discussed. It was suggested that Maura review the ND goals and ESY matrix for the students to see how many students would be recommended for ESY. If programming is offered, several suggestions were made that included social work services, internships, vocational exposure, problem-solving, earning credits, and possibly a different location.

6. Professional Development Report. The professional development report was shared that included information regarding upcoming events, the use of the behavior/instructional coaches and the walk-through data.

7. Health information to give to bus drivers. We have agreed that, like D101, we should be asking parents to provide bus drivers with basic health/emergency information. MV will review the information from D101 and NSSEO. We will send our thoughts to the district liaisons (except for D101) who will distribute to their parents.

8. Announcements/Reminders/Follow-up
    a. Professional Development opportunities were distributed.
    b. Non-Public Proportionate Share information was distributed.
    c. Dear Colleague letter regarding Autism and S-L Services was distributed.
    d. Indicator 13 Checklist was shared and discussed. Carla will follow-up with PowerIEP and its inclusion in the FACTS form and its transfer from the transition plan forms. It seems like there should be some instructions regarding how staff should be scoring and/or answering these questions.

9. Mental Health Partnership Follow-up. It was great to have 4/5 of the administrative liaisons present for our 4th meeting. Participants worked in work groups and we believe it was very productive. The listserve is up and running and will help us all improve our communication among the 60 individuals who are participating in this group.

10. SL Committee Report. The S-L committee has had its first meeting which was very productive. Staff have reviewed the issues and set some priorities for their work together. Between this meeting and the next, the participants will review examples from other districts and cooperatives. They will identify the components and then begin working through each one.

11. ESY. The ESY information that will be shared with the Board was discussed with the group. The enrollment and staffing plans are about the same as last year. It was a good experience to be at Munhall this summer.

12. Assessment Follow-up
    a. PARCC Accommodations process and deadlines. We decided to ask staff to complete the assessment pages in PowerIEP so that the spreadsheets can be created to be entered into the SIS system by NOVEMBER 1. We are assuming that there is a mechanism in eschool/IEPlus to capture this information as well. It would be great to meet this deadline, but these changes can be made up until the week (or so) before testing starts.
    b. ELL/ACCESS Testing. (See above.)
    c. DLM training will be required of new users. Each district (and the cooperative) will make these arrangements separately.

13. There will be no need to assemble and RtI Committee from the cooperative level. Each district has its own committee. Carla will contact PowerIEP to see if they will release the forms and/or conduct a brief training later in the fall.

14. Upcoming events and professional development: (See Professional Development Calendar and/or MVSE website.)
    a. 9/30-10/2 IAASE Meeting and Fall Conference
    b. 10/2 SW Network
    c. 10/5-6 ASSIST Suicide Prevention Training
    d. 10/7 or 10/8 My Service Tracker Training
    e. 10/7 Board meeting, 8:00
    f. 10/16 SLP Committee
    g. 10/26 Liaisons
    h. 10/30 SLP Network

15. Board meeting agenda, October 7, 2015**, 8:00.** The meeting agenda was reviewed without changes.

16. Transportation billing/formula and procedure will be discussed at an upcoming meeting.

17. PowerIEP: Overall, the system is working well. We just need to figure out a communication system for these issues/decisions, for email information, and for decisions we have made previously. More at the next meeting or perhaps we need a little more time to figure it out.
    a. 10 Day Waiver Form. Done.
    b. Set as Current IEP should be clicked every time an IEP is created. And every time an amendment is created.
    c. Submit button. Optional for all districts. MV will direct it to our IEPoint person.
    d. SIS integration. If MV finds missing or incorrect information on the Student Record page, they will correct it for the meeting, but make a copy of the form and send it to the district liaison for confirmation. From there, the information can be sent to the district SIS coordinator.
    e. Q & A.
    f. Duplicate IEP.
    g. Duplicate students can be deactivated if there is no data in any of the forms. If there is information in any of the forms, the duplicate students can be merged after contacting PowerIEP or if the administrator has the merge function.
    h. Domain meeting dates, evaluation meeting dates.
    i. Domain meeting content.
    j. Amendments. Change of placement, full meeting?
    k. Medical PowerIEP forms.
    l. LISA's Questions: Dates - currently when you start a new evaluation, the re-eval dates do not change on the student record, you have to take the

time to manually change them. **This is NEW to staff, so be sure to remind them of this.**

    m. District-wide assessments: Each of us has many outplaced students who do not participate in district-wide assessments simply because they do not attend a school within our district. In PowerIEP there is not box to check "Student will not participate in district-wide assessments." Gus suggested that they expand the text box under "District does not administer district-wide assessments" and then we could write in the text box. "Student attends a school outside of the district." Will this suffice**? Yes. Arrangments have been made with PowerIEP.**

    n. Evaluation Pages: We still have the "Evaluation Non-LD" Gus suggested that our evaluation team fill out this page AND the page related to the actual disability. Is this the directive you are giving. Seems a bit redundant**.   Changes made with PowerIEP.**

Future File:
1. **Extended School Year for HS; non-disabled peers**
2. **Transition services decisions: Review of TAGG**
3. **Eligibility Pages: SLP—Consultant, Committee**
4. Assessment of 12th grade students

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