

Administrative Liaison Meeting
Minutes
December 16, 2013

1. Announcements/Reminders/Follow-up
 - a. Professional Development opportunities were distributed.
 - b. Region II Meeting notes—Check isbe.net for CSN FAQ; it was pulled for revisions and, according to Juanita (D303), it is back up again. The PEAC draft for special educators is almost ready; should be Jan/Feb. SELA Drive Around will feature Tim and Judy's topic, special education observations/evaluations. Check that all paras have registered their licenses by December 31.
 - c. SLP option on February 28. D303: Strengthening the Core is the only option, specifically for SLPs. Carla will look up the webinar options to see if they could also be offered. Batavia has the space. It's best to have all of the possible options together before notifying staff.
 - d. Facilitated IEPs: Regions I and II are interested in co-hosting. We will be confirming the details as soon as Bonnie returns. Suggesting Pheasant Run.
 - e. Administrator Breakfasts: Although these sessions are a good and necessary idea, they will be cancelled for the remainder of this year. We will try to schedule a full-day session for the summer.
 - f. License renewals information was distributed.
 - g. An OHI/ADHD Checklist was distributed from the Northern Illinois Roundtable.
 - h. Assessment Update: Melissa updated the group about the status of the results and the required next steps in the assessment preparation.
 - i. It is recommended that everyone complete Module V soon before it changes. It takes about an hour.
 - j. Student transportation and special education. It is a suspension if the student does not have access to education. If removing the child from transportation results in no access, then the days should count. If the parents transport, it is not a suspension. On day 11, if they have special education transportation, they need education access, perhaps another transportation option or homebound, or you will need to meet to "change the placement".
 - k. Threat assessment: Send any assessment information to Fran, if you have it.
 - l. ECE: Indicator 12: Start the IEP on the same day that you meet, by the time that the student is three, or when the service starts.
 - m. Cross-over minutes (over summer; semesters): an item for the next meeting.

2. Upcoming events
 - a. 1/9 Transition Planning Training, 3:00-4:30
 - b. 1/15 Special Board Meeting, 5:00
 - c. 1/21 Progress Monitoring for Social/Emotional Goals
 - d. 1/23 FABIP Committee
 - e. 1/29, 3/25 Autism team training at Prairie Knolls library
 - f. 1/29 Board Meeting rescheduled**
 - g. 1/30 Finance Committee rescheduled from the 23rd**
 - h. 2/7 and 4/11 ADOS 2 Follow-up, 8:00-10:00

- i. 2/11, 4/8 Administrator Breakfasts: 7:30-9:30 a.m. **Postponed until the summer.**
 - j. 3/6 Transition Network, 3:00-4:30
 - k. 3/20 Year 2 behavior cohort (301-302) Modified CHAMPS
- 3. Shared Professional Development : Information about the two events were shared and discussed.
 - a. February 28: Pam Leonard
 - b. February 28: Anita Archer
- 4. Annual Needs Assessment: Ready to go. It will be sent to each Administrative Liaison after winter break.
- 5. Behavioral Technical Assistance: Next meeting.
- 6. New requirement: Plans for implementation.
 - a. HB 3070: the warning signs of mental illness and suicidal behavior (instead of just suicidal behavior). To be enacted January 1, 2014.
 - b. Maureen Joy from D303 has information about modular presentations from Infinitec.
 - c. Get a group together in the spring and perhaps into the summer. We will look at possible dates to plan.
- 7. Another new requirement: Sexual predator training all ages, grades (Sarah Erin's law): Next meeting.
- 8. Enrollment update
 - a. New Directions (long-term sub or hire a teacher?) The enrollment indicates that a new teacher should be added, even if the position only lasts until the end of the year.
 - b. CLASS (Primary/Int at Western Ave; MS option at GMSS) D303 may start its own primary program. If so, the numbers (that are already very low) will be even lower. In addition, very few students are currently projected for the intermediate class. D304 has offered one of their middle schools as a site for the middle school class. The numbers do support opening a MS CLASS program. **At this time, all districts will be examining their student rosters to see who might be appropriate for CLASS primary and/or intermediate. Paige will also review current New Directions students who may need a "step-down" program, like CLASS.** D303 will be making its decision in January. Nothing is firm yet.
 - c. ELS (Blackberry Creek, Prairie Knolls): No real changes for the program, but will need Kindergarten numbers for all programs, including New Pathways.
 - d. High functioning autism at HS: Still no space.
- 9. ESY: The following packets were distributed and discussed with the appropriate changes for this summer. Carla will update and send to the liaisons and update the website.

District Liaisons will have the information early enough so that it can be reviewed with staff members.

- a. Referral process/criteria
- b. Parent information
- c. Other options: None were suggested.

10. Netchemia: Next Meeting

11. Board Meeting, January 8, 9:00. The agenda was reviewed and discussed. It was suggested that if there are any anticipated questions from the superintendents that the administrative liaison discuss the item with their respective superintendents.

12. ECE Outcomes: Next meeting.

- a. Form under special education programs/outcomes system. Are we all using the same form? What form would you like us to use for our ECE reporting to the districts.
- b. Which assessments are used and required?
- c. Who should get the forms from the cooperative students and when?

13. Accommodation / Modifications / special format for PARCC

- a. Carla distributed information from the Accommodations Manual, FAQs and information about the Field Test Accommodations available this year.
- b. In addition, she shared an example “Personal Needs Profile (PNP) to record accommodations for students with and without disabilities.
- c. It was determined that each district would conduct their own training and that more information is necessary from the state.

14. SEL Student needs (Lisa): No longer an issue.

- 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

15. 504: Continued at every meeting! At the next meeting, we will discuss the definitions and what each district is doing for evaluations, notifications, etc.

- a. D101
- b. D301
- c. D302—Principals
- d. D303—Psychs
- e. D304
- f. 504s and IEPs: In general, there should be only one document. Accommodations can be entered on the IEP for students who meet all three of the following questions:
 - 1) Have a disability?
 - 2) Does it have an impact?
 - 3) Does the student require specialized instruction?

- g. Assistive Technology with 504 plans? Related services on 504 plans?
- h. What is the definition of specialized instruction?
- i. Does the student require general education accommodations or adaptations? OR
Does the student require support, supplementary or corrective services?

Future File:

1. Reevaluation Procedures
2. Diabetes/Health Care Plans
3. Eligibility Pages: SLP
4. Assessment of 12th grade students
5. Amendments, when are they appropriate?
6. Use of proportionate share
7. What's special about special education?
8. What's co-teaching?

Next Meeting: January 27, 12:00-4:00. We're brown-bagging!