

Administrative Liaison Meeting
Minutes
May 22, 2017

1. District News and Celebrations
 - a. Staff openings; D101 resource teacher, possible ALOP SW; Director D303, some elementary positions; Kaneland needs HS cross-cat; D304 needs SLP; MV VI, 2 SLPS, .4 SW, HS ND, ELS teacher, maybe elem ND; D301 .8 SW
2. Announcements/Reminders/Follow-up
 - a. Professional Development opportunities were distributed.
 - b. News from the Round Tables
 - i. Emergency certification is ending 2018.
 - ii. Endorsement is also on chopping block; it will require a full LBSI.
 - iii. Default all students as RtI in PowerIEP to eliminate the confusion about if the student is in RtI or not.
 - iv. ISTAR Personnel. There is no overlap of the EIS information.
 - v. Supreme Court decision may require staff to be very informed about goal writing and progress monitoring.
 - vi. Request for Advanced FIEP. Hold for feedback from Aubree. We will discuss this at the next meeting.
 - vii. Coding for Hospitalization in ISTAR? B calendar; 02 FACTS with begin and end dates.
 - viii. Transportation rates were distributed.
3. Marklund Discussion. There is a lunch on June 13 at noon to meet with their director. All are welcome.
4. Summer assessments. It will vary from district to district. Staff should be encouraged to complete evaluations by the end of the year. A diagnostic team may be a request from Kaneland next year for the summer.
5. MH Partnership. Quarterly meetings will be held next year with updates from workgroups and brief updates. Workgroups will be assigned in the fall. A very positive meeting with great outcomes for students.
6. IDEA Grant
 - a. FY17 amendment due to Carla no later than May 26.
 - b. FY18 application. June 22 for subgrants so that the grant can be submitted by June 29, before Carla leaves.
7. Timely and Meaningful, May 31. This is the drop-dead date. Make sure paper copies are kept of all communication in case there is an audit.
8. Fitness Assessment Reporting. Our APE teachers will assemble the information by district and send the information to the district liaisons.

9. Professional Development.

- a. In June, the final report will be presented for the year. And the coaching days will be finalized.
- b. The June meeting will also present the information regarding all PD for the upcoming year so far.

10. Services, Updates

- a. Projections update. Keep in touch with the coordinators for any changes from this point forward. The budget is going as is.
- b. O & M Restrictions/Policies. Cindy will gather more information about the specific plans for individual students. Then, she will work with the districts in order to meet those plans.
- c. ALOP—D101 is considering adding services to the Middle School in order to address the student needs. There was a discussion of how that works in the continuation application. An update will be presented to the Board.
- d. Moving plans. All set. Just working with D304 now.

11. Procedure Reviews

- a. Health and nursing procedures. A two-page document was created to be shared with all district nurses. The breakfast meeting was productive. We hope that we will continue to improve the necessary three-way communication over time.
- b. Reintegrated students/billing. Carla is adjusting the billing procedures based on our previous conversations and will be sending it out electronically.

12.

- a. ALOP Attendance (future meeting)
- b. SAIL registration and fees (future meeting)

13. Upcoming Dates/Events:

5/24 SAIL Graduation
5/25 12+ Celebration
5/31 New Directions Graduation, 10:00
5/31 Board Meeting, 8:30
6/7-8 Facilitated IEP Training
6/19 Liaison Meeting
7/19-21 Directors Conference
8/7-8 Facilitated IEP Training
8/16 New Staff PowerIEP Training

14. 2017-18

- a. Meeting dates: 7/24, 8/28, 9/25, 10/23, 11/27, 12/18, 1/29, 2/26, 3/19, 4/23, 5/21, 6/18; 1:00-4:00. All dates were proposed and will be confirmed at the next meeting.
- b. Fall IAASE: 9/28-29 Board meeting 9/27
- c. Winter IAASE: 2/22-23 Board meeting 2/21

- d. No NIA meetings. Carla will contact Jon.
 - e. Partnership meeting dates: 9/8, 12/1, 4/13. Geneva Admin Offices, 8:30-11:00.
15. Secretary Meeting dates. August 7, 9:00 at Central.
16. Assessment/SIS Coordinator Meeting dates. September 7, 1:00-3:00
17. ESY
- a. Orientation visions, Thursday, 6/29 from 9-12. Is the best time to check to see if staff have everything they may need.
 - b. The spreadsheets that Bonnie is creating should be helpful to see if any students are missing health care plans or behavioral plans. If the referral sheet isn't marked to indicate that there is one, we will not know to look for one.
 - c. Staff need to use the ESY moving form and labels to clearly mark equipment or materials that need to be returned.
18. Board Meeting Agenda for May 31, 8:30. The Board agenda was reviewed without changes.
19. PowerIEP Items
- a. Summer roll over was reviewed. MV will try to get class lists with serving school changes out to the districts soon.
 - b. Other items? Any changes? None.

Future File:

- 1. Assessment of 12th grade students
- ~~2. Transportation billing~~

Next Meeting June 19, at 1:00 (no 12:00 meeting)