

Administrative Liaison Meeting
Minutes
October 26, 2015

1. Discussion Topics/News from the Districts
 - a. Concussion Team
 - b. SL leaves
 - c. RtI Forms and Process; facilitated discussion tentatively scheduled for January 14 with district leadership teams.

2. Announcements/Reminders/Follow-up
 - a. Professional Development items were distributed including Advanced Facilitated IEP training on November 13.
 - b. Extra Mile was distributed.
 - c. IAASE Meeting Items were discussed including highly qualified status of special education teachers, assessment requirements; a new requirement for PUNS discussion with parents, etc.
 - d. Mental Health Partnership Listserve; next meeting date **November 20**. mvse-mental-health-paprtnership@communications.d303.org is the listserv address in case you would like to post a question or announcement.
 - e. MTSS Conference Information was discussed. Carla will send some of the ppts for your review with your leadership teams.
 - f. Combined MV and NIA meetings. In order to save meeting time, we are going to suggest quarterly meetings with other special education directors in Kane County and NIA. We can meet in our professional development room and share information from the state and our districts from 11:30-1:30. Carla will propose this format to Jon Malone.

3. Professional Development/Coaching Update
 - a. Meetings with all districts are coming up soon. Jennifer and Lisa will update the districts on the data collected, the progress to date and the number/direction of days used. We would like to know if this process is sufficient to meet the needs of the districts, or if there are additional areas to add to the menu, or additional days of service. This discussion should occur before we take any proposals to the finance committee.
 - b. Professional development for March 4 was discussed. There will be Mental Health First Aid, Anxiety/Resilience, Instructional Strategies for Significantly Challenged Learners, Behavior 101 for TAs. Topics for SLPs are yet to be determined. There was a lengthy discussion about topics for special education teaching staff with conflicting district priorities.

4. SL Committee Report. The group has met for a second session to review the features of other districts and cooperatives. There were some exceptional examples. At the next meeting, the committee has selected articulation as the first component to examine and create guidelines.

5. ESY Dates and Times were discussed and proposed. The session will begin on June 27 and end on July 28. M-Th, 8:00-12:00. July 4th and 5th will be holidays.
6. ESY options for ND students. At the next meeting, options and numbers of students will be presented.
7. H.S. Autism class.
 - a. 2016-17--6 students; 2017-18--2 students; 2018-19--7 students; 2019-20-- 8 students. In the next 4 years, 23 students will likely need this service, not including any high-school aged students who move into the districts.
 - b. Several options were discussed that will also be shared with the Board.
8. ELL students and services.
 - a. Melissa distributed a list of ELL students and whether they are listed in SIS to take the ACCESS, or if they have a waiver for services. Each district will verify the information and check to see if the student is supposed to have a waiver or be in the SIS system to take ACCESS.
 - b. The district that is housing the classroom will do the ACCESS testing, depending on how many students require testing. Melissa will group the students together and get that information to each of the district representatives.
 - c. If the number of students exceeds the capacity of the building, then the coordinator will contact the student's district to assign a staff member to assess the student. This step will be discussed at the next meeting.
 - d. Should all the students receive service or need waivers? What is the waiver process for each district? Each district will check the status of the waivers for students.
 - e. If they are to receive services, we will problem-solve about this issue at the next meeting.
 - f. Documentation on the intake form will need to include ACCESS Y/N; ELL Services Y/N. Also, this process will need to be completed next year in August/September.
9. 12+ placement guidelines
 - a. Domains of service for transition.
 - i. From the TAGG: Disability Awareness, Persistence, Interacting with Others, Goal Setting and Attainment, Employment, Student Involvement in the IEP, Support Community, Knowing Strengths and Limitations;
 - ii. From the domains/matrix: Social/Emotional/Behavior, Independent Functioning, Special Health Care, Communication, Family Support/Community Transitions
 - iii. Severity, Intensity, Supervision
 - b. There should probably be a combination of transition goals, domains of service, and TAGG data.
 - c. Each district will ask the high school staff to find out why they make referrals to the transition programs.

- d. What paperwork is required when the student exits the program? Moving is a non-issue. A revoke of consent would be used for students who fail to attend. Try to do a Summary of Performance if they have been in the program for a while.
 - e. TAGG: Zarrow Center. On-line purchasing for incoming 12th grade students.
 - f. More information will be presented and discussed at the next meeting.
10. Health information to give to transportation departments. Additional information was shared regarding health and safety information for transportation departments. This information is different from the parent letter and information sheet (Batavia) discussed at last month's meeting. Anne and Laurel have upcoming meetings with their transportation departments. They will get some additional feedback and report back to the group at the next meeting,
11. Upcoming events and professional development: (See Professional Development Calendar and/or MVSE website.)
- a. 10/30 SLP Network
 - b. 11/4 Board Meeting; **PowerIEP Review after the Board meeting**
 - c. 11/9-13 IEP Facilitation Training (Deerfield or Tinley Park)
 - d. 11/13 SL Committee
 - e. 11/16 Autism Training
 - f. 11/20 MH Partnership
 - ~~g. 11/23 PowerIEP Afternoon??~~
 - h. 11/30 Liaisons
 - i. 12/2 Board meeting
 - j. **12/11 RtI Presentation by PowerIEP (Tentative)**
 - k. 12/17 Finance Committee
12. Board meeting agenda, November 4, 2015, 9:00. The agenda was reviewed without changes.
13. Transportation billing/formula and procedures. Perhaps next meeting.
14. PowerIEP Items (See attached.) There are many loose ends with the questions from staff. We will meet on 11/4 after the Board meeting to try to get through the Q & A document.
15. PowerIEP RtI Orientation Date: Carla will contact PowerIEP to see if they can do a brief overview of the RtI features and then give permission for some test students to see if folks want to use this system for record keeping. **Tentative date: December 11.**

Future File:

- 1. **Extended School Year for HS; non-disabled peers**
- 2. **Eligibility Pages: SLP—Consultant, Committee**
- 3. Assessment of 12th grade students

Next Meeting: November 30, 12:00-4:00