

Administrative Liaison Meeting
Minutes
February 29, 2016

1. PowerIEP—follow-up and new items
 - a. Automatically calculate annual review date, re-evaluation date, eligibility categories. Carla will ask to see if it is in the future planning. Don't know yet!
 - b. Marking secondary eligibility of SLD or marking a secondary eligibility with primary of SLD. Having one "Eligibility Determination" page and keep SLD eligibility page separate. Done.
 - c. FBA/BIP forms - align with training docs. With the numbers, it seems fine.
 - d. DD page - no "Criteria" for delay...discuss adding this. We use 25% delay in 2 areas or 50% in 1 area. For both autism criteria and DD, Anne, Mike and Fran will reach out to their attorneys for example documents for us to review at our next meeting. Bennet will get back to Mike. Next month when we're all here.
 - e. Autism criteria page. We feel as though the current page meets our needs but need check boxes for "Other characteristics". See (d) above. Next month when we're all here.
 - f. Power504 forms review
 - i. Currently, the description of the evaluation date and the annual review date are different on the print-out from what is entered. Jaime will follow-up with BDS.
 - ii. We reviewed the new forms and will stick with the current version until we feel a need to change the procedures. Carla will contact BDS.
 - g. **New Staff training—August 17th. Morning for training and then probably goal writing in the afternoon. Any new district staff are welcome to come for both sessions.**
 - h. Multiple Disabilities—Should this be part of the criteria? Next meeting when we're all here.

2. Announcements/Reminders/Follow-up
 - a. Professional Development opportunities were distributed.
 - b. Extra Mile was distributed.
 - c. Mental Health Partnership. **Next meeting is March 25, 8:30-11:00 Hickory Knolls Discovery Center, St. Charles. Don't forget to start planning for mental health month in May.**
 - d. RtI facilitated discussion. Looks like the documents are missing.
 - e. Facilitated IEP. Initial training is scheduled for June 6-7; Advanced June 8. Registration will open in March just for member districts, then open to other individuals in the regions. D303 will also be offering it on the 9-10. Carla is working with IAASE to see if we can offset some of the costs.
 - f. ELL students and services. Melissa says we're all set!
 - g. Assessments—DLM, PARCC. New teachers need to be entered into the Educator portal in order to complete the webinar requirements. The one-hour webinar is more difficult than it seems. Staff should pay close attention to the construction slides.

- h. I-STAR training dates for joint training. We will try for the week of 8/8.
3. Secretary Meetings (Fran). April 28, 9:00 at Kaneland Administrative Offices. Need names to Fran so she can send the invitations.
 4. Needs Assessment Results were distributed with the following results:
 - a. Overall top five topics:
 - i. Behavior, social-emotional supports
 - ii. Instructional strategies
 - iii. Curriculum materials
 - iv. Assessment and data
 - v. Autism
 - b. General educators:
 - i. Instructional strategies
 - ii. Collaboration
 - iii. Curriculum
 - c. All Special education
 - i. Behavior
 - ii. Curriculum
 - iii. Secondary transition
 - d. Special Education Support staff
 - i. Behavior
 - ii. Instructional strategies
 - iii. Assessment/data
 - e. Non-certified staff
 - i. Behavior
 - ii. Autism
 - iii. Curriculum
 - f. Special Education Certified
 - i. Behavior
 - ii. Instructional strategies
 - iii. Curriculum
 - g. Administrators
 - i. Assessment/data
 - ii. IEP/Student records, etc.
 - iii. Instructional Strategies
 5. Projections. We will close the spreadsheets this week. Any changes in March should be made in green for St. Patrick's Day! We are looking forward to have more definite numbers for the April Board meeting.
 - a. H.S. Autism class update. We are hoping to hear this week.
 - b. Other programs. CLASS is a solid program for next year; the SAIL and 12+ numbers are lower; New Directions has no referrals for K-1. Most of the other programs are about the same. Related services will be about the same.
 6. Professional Development

- a. Social Dynamic Assessment (Lisa) Next meeting.
 - b. Behavior/Instructional Coaching Options. Everyone is OK with options and the associated costs. The coaches are meeting again with Fran.
 - c. 2nd Trimester Update on Service Delivery was distributed. Everything is going as planned.
 - d. CBM materials for the Psychology Network. \$109 per psychologist for the Source Books. D301-1; D304 – 2; D101—7; D302-1; MV-2.
 - e. Institute Day Registration was distributed in order for the districts to check where folks were attending. Registration is going very well.
7. SL Committee minutes and current rubrics were distributed and discussed.
8. The Communities in Schools model was discussed briefly. It is a triage model where school staff refer students to the CIS LCSW who helps with an individual plan. The plan generally includes interfacing with community providers coming in to the school setting to provide services. The CIS worker makes the arrangements with the school and providers, obtains consent, creates the plan, follows-up, works with the school for other accommodations. It is a very successful model that may help us address some of the outstanding mental health needs in the high schools.
9. ESY.
- a. Deadlines—Spring break for referrals and May 1 for parent registrations
 - b. There is an OT/PT form for ESY under the ESY tab on the website. Please have your OT/PTs complete this form for students who will be receiving OT/PT. They should also complete the equipment move forms and clearly label all equipment and materials. Perhaps some of the new OT/PT staff thought that we would be fully equipped! Instead, we need materials to be moved to our locations.
 - c. Two students from New Directions were eligible for ESY. One parent did not want it. Along with the district, we can work out an individual plan, if that is what is required.
10. Upcoming events and professional development: (See Professional Development Calendar and/or MVSE website.)
- a. 2/29 Love and Mercy, 6:00
 - e. 3/3 Parent session—Anxiety and Mindfulness
 - f. 3/4 Institute Day
 - g. 3/11 Beyond the Binary
 - h. 3/16 Difficult to Test Clinic
 - i. 3/17 Finance Committee
 - j. 3/18 SLP Committee
 - k. 3/21 Administrative Liaisons
 - l. 3/25 Mental Health Partnership
 - m. 4/7 SELA Drive Around---Assessment and Absenteeism for Chronic Problems, Dr. Christopher Kearney, Feranda's in DeKalb
 - n. 4/17 Theresa Varnett (Sunday)

11. Board meeting agenda, March 2, 9:00; board workshop agenda, 10:30. Both agendas were reviewed without changes.
12. Is there a need for a shared testing library? No.
13. Carla shared information from a legal workshop last Friday, especially regarding home/hospital services and attendance.

Future File:

1. **Extended School Year for HS; non-disabled peers**
2. Assessment of 12th grade students

Next Meeting: March 21, 12:00-4:00