

Administrative Liaison Meeting
Agenda
September 24, 2012

1. News from the Districts
 - a. .5 ECE teacher open in Kaneland
 - b. .25 SLP in Batavia
 - c. SW needed to cover a leave in Geneva

2. Information from IAASE to share
 - a. New AT manual presentation was good presentation and a good document.
 - b. Another good session was the evaluation process for specialty groups; tenured teacher should not stay in the “basic” for very long; critical attributes of all the specialty groups.
 - c. Innovations information was good with interesting information from practitioners.
 - d. Law stuff was informative, as usual.
 - e. Dr. Pheld presentation was good re: medications, mental health from Alexian

3. Announcements
 - a. Professional development opportunities were distributed.
 - b. September testing coordinator meeting was very productive. Thanks to those who attended. It is critical to bring the district testing coordinator to these meetings to gain their perspective.
 - c. IAASE Winter Conference, February 26-27.
 - d. Paula Kluth, Working with Students on the Spectrum, Kaneland, November 19, Districts and MV are invited. **Indicate your RSVP from the information on the flyer or Ginny, Fran’s secretary.**
 - e. Region II Retreat, October 24-25, Measuring Difficult to Measure, Galena. **Registration is open now for Region I members.**
 - f. Staff who attended Netchemia training. **Jerel will send out her checklist as well.**
 - g. MJC Open House was a great success. Thanks for attending and for sending staff. The students were proud and very pleased to show off their school.
 - h. Extra Mile was distributed.
 - i. Early Childhood guidance regarding LRE was distributed.
 - j. ELL/RtI Guidance document is available on the special education website.

4. Referral Communication
 - a. Review revised procedures to include a visit step prior to a placement meeting. *The parent visit should be accompanied by a staff member who knows the child.* The procedures and forms were reviewed. Carla will send a revised copy with the changes.
 - b. Safe Schools referrals were discussed briefly.

5. Assessment
 - a. Procedure/timeline changes were reviewed. EPLORE/PLAN/PSAE procedures will be written separately and are currently out for review.
 - b. Results are missing. Testing coordinators are looking for the results to send to MV. It is difficult to plan for student growth without this information from the districts.
 - c. Spreadsheets for PSAE are being sent to the districts this week. We are doing a final check to see if any 12th grade students need to take PSAE and we believe there are some. The ISAT/IAA spreadsheets will be sent in October.
 - d. Accommodations checklists from D303 were reviewed and discussed. PSAE accommodations were shared. MV will include the accommodations checklist in the referral information. This item will be brought back for further discussion at the next meeting.
 - f. 3-year reevaluations for Safe Schools students. **These evaluations will be shared for current information; any additional information and write-up in the forms will be the responsibility of the home school team. If you need testing or meeting space, MJC is available.**
6. Procedures for Natalie/Behavior Support:
 - a. There was a lengthy discussion about the training sequence and the district commitment to the cohorts. For now, Natalie will start with the confirmed staff members (mostly Kaneland) and find another set of dates for later in the fall.
 - b. End of the year report will be presented to the board.
7. Netchemia: All requested changes are not finished yet. Carla will notify everyone when they are live.
 - a. The new goal page; this will be the only goals page on the menu going forward.
 - b. Common Core cheat sheet; Masteryconnect.com; embed into the webpage
 - c. Carla has requested that the SEL and ECC standards also have their own search button,.
 - e. The Reevaluation Introductory Page: Changes to be finished.
 - f. Amendment procedures: Next meeting
 - g. Testing protocol updates: Next meeting
8. Course codes. Carla distributed a copy of what was given to D301 regarding the students, their courses and codes. Because this is going to be expected of elementary students this year, **the districts were asked to consult with their curriculum/SIS staff to see how we should proceed this year.** Is the information going to be entered by semester or at the end of the year? Will this type of spreadsheet suffice?
9. Parent Leadership 101 course for 30 parents is a course to get parents involved in SIP and PBIS teams. Starting with subgroups (special education). One day training with parents; one PT 3 with Parents and Teachers; then follow-up with parent meetings for 2 years. Possible training in November/December. **Districts**

and MV should get back to Jessica if there is interest from their respective parent groups.

10. Grants: One more district to complete their amendment. Absolute due date is Friday, September 29.
11. NIU Partnership: Next meeting.
12. ESY: Next meeting except for “i” below.
 - a. Procedures/timelines
 - b. Referral deadlines, parent packets, late registrations (Examples)
 - c. Related services, direct, consult, specific goals
 - d. Individual TAs
 - e. Health plans vs. medical concerns
 - f. Expand to HS services?
 - g. ESY goals
 - h. Communication about ESY, visits to the program
 - i. **Dates for next year; Because of asbestos removal in the MJC gym, it was suggested that ESY be from 8:00-12:00, M-Th from July 8 to August 1.** Also discussed the feasibility of using one building (Munhall) as the second location, instead of moving the second location every year.
 - j. Extra copies of goal reports
 - k. Advertise ESY positions in the districts; staff shortage
13. Shared Professional Development Calendars: Next meeting
 - a. D101 is requesting a discrete trial training. Melissa will follow-up.
 - b. Behavior training:
 - c. Content Enhancement
14. Planning for Difficult to Test Clinics: Next meeting.
15. MVSEC Annual Review and Evaluation Dates coming soon! *Note since the meeting. A basic schedule has been created and will be sent to the administrative liaisons electronically for review. Changes will be made at the next meeting.*
16. Board Meeting: October 3, 8:00. Did not review.
17. Board Workshop Discussion/Feedback: Did not review.
 - a. Safe Schools/New Directions transportation
 - b. Crisis intervention staff member
 - c. Police liaison
 - d. OT/PTs
18. OT/PT: Next meeting

- a. Caseload concerns, other responsibilities such as RtI Intervention (D101 Division coordinator, D303 department leadership), inclusion meeting participation, service on 504s

21. Other Topics for the Future File

- a. Reevaluation procedures
- b. Diabetes/Health care plans
- c. Registration procedures/consistencies
- d. Eligibility pages

Next meeting: October 22, 1:00-4:00.