

Administrative Liaison Meeting
Minutes
March 18, 2013

1. News from the Districts
 - a. D303 is restructuring special education services under Learning and Teaching
 - b. Seth Chapman, NSSD business manager, has been hired for D303
 - c. Joanne Smith is the BHS principal, from assistant Principal
 - d. Steve Pierce, Assistant Superintendent for Human Resources in D101
 - e. Also some open positions at central office in D101
 - f. D101 will need 2-2.5 SLPs
 - g. Greg in D301 will be leaving for CO
 - h. BBC's new principal is Martne McCoy; Kelly DeGaetano; Open AP elementary position
2. Announcements/Reminders
 - a. Professional Development opportunities were distributed.
 - b. Extra Mile was distributed.
 - c. Low vision clinic. **April 17.**
 - d. Grant amendment date; March 22, if you are amending. May 15th for final amendments.
 - e. New staff NetIEP refresher, August 14.
 - f. ESY Referrals due March 15; Parent registration packets due April 15.
 - g. Projections to be returned April 5. They should be going back out to the districts on Wednesday.
 - h. eSignature Online. Carla will check one more time, but it appears that the cooperative is required to complete all the paperwork, then route. It is a role that we do not want to have.
 - i. IAASE board meeting notes were discussed.
 - j. Class size information was distributed.
 - k. 1% reminder was given, now that ISATs are completed.
 - l. Non-public proportionate share memo was distributed and briefly discussed with the required conversations moved to the spring, rather than the fall.
 - m. Program name changes: ELS (Educational and Life Skills) for PALS-VIP
ABLE (Ability-Based Learning and Education) Multi-VIP
 - n. USDOE Letter re: Equitable participation was distributed.
 - o. Explore/Plan participation, September 16-November 8; Everyone wants them to participate. 8th, 9th and 10th students at MJC; Melissa will be contacting the testing coordinators to order materials and MJC staff. We will provide names of current and projected students.
3. Shared Professional Development
 - a. RtI for SLPs in 303: April 30th, at Hickory Knolls; numbers of staff are signing up now.
 - b. ADOS training. September dates are being considered now. D101, 304, 303 will be sending staff.

- c. Anita Archer, signed contract. February 28. Need information from the districts regarding how many staff who will be attending. Strategies for reluctant readers, K-6. Working on finding a location.
 - d. Behavior training sequence
 - 1) Teams next year; classroom management because they are mostly general education teachers.
 - 2) Administrative academy. In the process of applying with the state. Board is in favor of the idea, in June. June 18, 19 are possibilities. Natalie will get a SAVE the DATE flyer soon and provide a list of administrators to the Board.
 - f. Autism team training recommendations. Natalie presented the sequence alternatives, with expectations for the teams/training. Need names by June 1st. Three full days of training, 8:00-3:00, then coaching/consultation. Once we know the names, we can do a little pre-survey to make sure the first session will be helpful.
 - g. CPI next year. All set.
 - h. Service Tracker shared training; Set up at MV in early September.
 - j. Shared needs assessment results were reviewed. At the next meeting, we will present dates and topics for the fall.
 - k. Next year: FA-BIP committee; guidance documents from some of the trained teams; Next meeting, Natalie will bring the list of the folks who have been through the training to select members of the committee. Start dates for fall.
 - l. Psych/SW attendance on March 15; 22 people for the psychopharmaceutical presentation.
 - n. Parent University in the fall with collaboration from the districts.
4. Medicaid consent changes. Carla will change the netIEP form for the next meeting. Include the notice in handbooks now.
 5. Case manager guidelines were reviewed. By August 14th, if you want customized changes to this information by district, please forward it to Carla. We will also be creating a checklist/agenda for the pre-meeting planning.
 6. Registration letters/information packets were distributed in case the district has questions about the required double information for MV parents/students. All information is on the web-site.
 7. Netchemia Changes
 - a. Reevaluation sign-in update. The changes were shared and discussed. Carla will review the evaluation memo to see if there are any necessary changes and will send the screen shots. If any issues are noted, please contact Carla so we can get this resolved.
 - b. Apparently, the function is not working yet. Carla will check with Netchemia.

8. OT/PT

- a. The group discussed more issues related to consultation minutes and services. This information will be formalized and brought back to the department for further discussion.
- b. Subcontracting update. The Board will be reviewing proposals at the April meeting and making a decision in May.
- c. Communication with contract agency. If the Board chooses a contract agency, there still needs to be some administrative support during the transition.
- d. Monthly screening/evaluation reports were distributed.

9. Possible New Programming Options and locations:

- a. HS Significant Autism: 4 students. **Need a location.**
- b. Full-Day ECE Autism: 4 students (3-4 year olds). Working on a St. Charles location as the first choice. Batavia AGS is also a possibility.
- c. Transition Case Management: 12-14 students. Still trying to determine how this service will be delivered.
- d. At-Risk General Education Students, as a possibility for the 2014-15 school year
- e. Final decisions on: Technical Assistance, Assistive Technology, Autism Technical Assistance, vocational specialists, job coaches, program coordinators, RtI Coach, PBIS coach, others? The group would like information on the cost of an autism consultant similar to Natalie's position now. All others are not needed at this time.

10. Board Meeting and Board Workshop: April 3, 8:00 for hearing and 9:00 for Board meeting. The agenda was reviewed without changes.

11. NIU Partnership. Next meeting.

12. Assessment of 12th grade students. Next meeting.

13. Homebound and IEPs. Next meeting.

Future File:

- 1. Reevaluation Procedures
- 2. Diabetes/Health Care Plans
- 3. Registration Procedures/Consistencies
- 4. Eligibility Pages

Next Meeting: Monday, April 22, 1:00