

Administrative Liaison Meeting
Minutes
August 26, 2013

1. News from the Districts
 - a. Everyone seems to be off to a whirlwind of a first few weeks!
 - b. We all seemed to like having the Liaison information on BoardBook. **Contact Bonnie if you are having difficulties with your passwords or if you would like additional staff added to the permissions list.**

2. Announcements/Reminders
 - a. Start thinking data for ESY now!!
 - b. Professional Development Opportunities were distributed.
 - c. CADRE (Consortium for Alternative Dispute Resolution in Special Education) was discussed with Carla having registered for the cooperative. More discussion later during the professional development topic.
 - d. Extra mile was distributed.
 - e. Netchemia New Staff Training Review. The sign-in sheets for the new staff training were distributed. Next year, we will repeat this training on the Wednesday of new staff week.
 - f. An updated administrator list was distributed.
 - g. Medicaid consent change. Reminder for staff and handbooks.
 - h. Principals' Guides were distributed and discussed briefly so that new liaisons would know what is expected of host sites.
 - i. Annual review dates are nearly completed and will be coming directly from each coordinator.
 - j. MV Directories were distributed. They have also been sent to building principals and secretaries.
 - k. DLM specifications for the new IAA were discussed briefly. This assessment will be in place for the 2014-15 school year. Infrastructure decisions should be made during this year's budget discussions.
 - l. DSM 5 Criteria was distributed. DSM5 update, September 27 at the Network meeting.
 - m. USDE Guidance Re: Braille was distributed.
 - n. Sign Language Interpreters guidance was distributed.
 - o. **The only change in coordinators is that Linda will be supervising all of ABLE (formerly Multi and VIP Batavia) and she will be supervising all of ELS (formerly PALS and VIP Geneva). The staff assignments/hours/supervisors were distributed at the July meeting. Please contact Carla if you need a new copy.**

3. Upcoming events
 - a. 8/30 Discrete Trial Training (Paras) 8:00-3:00
 - b. 9/4 Board meeting and Board Workshop
 - c. 9/10 (full day) AND 9/11 a.m. Initial CPI
 - d. 9/11 p.m. CPI Refresher

- e. 9/11-11/13 (W evenings) Sign Language Classes
 - f. 9/12 50th Anniversary 3:30-6:00
 - g. 9/13 Testing Coordinators' Meeting 9:00
 - h. 9/17 1:00-2:00 MJC Open House for District Staff
 - i. 9/18 OR 9/19 3:30-4:30 New Staff MyService Tracker Training
 - j. 9/23 Admin Liaison Meeting
 - k. 9/25 IAASE Board meeting
 - l. 9/26-27 IAASE Fall Conference
 - m. 10/2 Progress Monitoring Training (2 sessions also November 7) Bonnie will send a list of the folks who attended last year.
 - n. 10/11 Discrete Trial Training (Paras) (Are you paras working that day?)
 - o. 11/5, 1/29, 3/25 Autism team training at Prairie Knolls library
 - p. ?? New group for behavior cohorts
 - q. 10/29, 12/11, 3/20 Year 1 behavior cohort
4. Drivers Education—Students with Significant Needs (Lisa)
- a. Marionjoy on-the-road drivers ed, with their vehicle. It's an ADA issue with comparable services. At this time, Marionjoy can be used, but should be limited, followed with a letter. It is good to ask what particular accommodations would be appropriate and would be delivered by Marionjoy. How would they differ from accommodations that could be delivered in the high schools?
5. Special Education Minutes—Implementers (Lisa): IEP minutes should be delivered by a special education staff member. The IEP can also indicate general education instruction (extra reading group, ELL), but it can't be the special education minutes.
6. Reports from the Director's conference
- a. Health and wellness connecting to academic performance was a good session, because it was presented by Juanita.
 - b. ELL session had some valuable information.
 - c. Many concerns were raised about the ISBE web-based IEP system
 - d. ECE one was very confusing...
 - e. DLM was interesting as a progress monitoring tool, but it is unclear how it is to be used at a single-point in time, such as the IAA. No definite answers from the state.
 - f. Keynote on the last day was awesome about the brain.
7. IDEA
- a. Status to date: still waiting on the approval of changes.
 - b. Final allocations will be coming as soon as the final expenditure report is filed. Still waiting on one district. It seems that there is a little more funding than expected.
 - c. Carryover will be determined as soon as the final expenditure report is filed.
 - d. We will amend as soon as we have the carryover and final amounts.

8. OT/PT

- a. Equipment inventory and check-out. Reviewed procedures. **Requesting names and email addresses of district therapists. The procedures are attached and should be shared with therapists. One modification was made.**
- b. Evaluation system ready for next administrative liaison meeting in September.
- c. Laptop access. Go to public or guest network access.

9. Class lists were distributed to be verified at the district level. Only those students with official paperwork are included on this list. If there are discrepancies, contact the appropriate coordinator.

10. ESY

- a. Goal Updates will be sent to the district offices.
- b. Attendance from registration (not projections) to actually attending was poor this year. Bills will be based on registered students. And, we will need to continue to brainstorm ideas about how to reduce this phenomenon.

11. Professional Development

- a. Updated Plan was distributed.
- b. Information about the PARCC Accommodations manual will be distributed a later meeting. We were in agreement that this topic would be of shared interest for further training of staff.
- c. Review and planning cycle. We start to talk about additional shared professional development topics in the winter, about the same time that the needs assessment is distributed and the results are discussed.
- d. HS Transition Networks? We were in agreement that these would be good sessions. Natalie will review the calendar a pick a couple of dates for the next meeting.
- e. Fall meetings with special education departments and/or administrative teams were discussed. Each district will let us know if you would like representatives of the cooperative to come to a meeting to discuss the following items:
 - Cooperative programs
 - Parent registration
 - Health forms/Nurse procedures
 - Free and Reduced Lunch procedures
 - Referral Process
 - ESY Process
 - Other items? Possible principals' forums?
- f. Principals' Network/Monthly Breakfasts were discussed as a support for districts. If we talk with the administrative teams, this would be a good question to ask.
- g. Technical Assistance/Behavior Training. We had a lengthy discussion about the direction of the behavior training and Natalie's role. No final decisions would be made, but will be a part of the discussion at the Board workshop.

12. Netchemia discussion

- a. Netchemia Rollover, any issues? If so, your tech person needs to speak directly with Netchemia.
- b. A memo regarding recent changes in Netchemia was reviewed and discussed.
The memo was changed briefly and is attached to these minutes.

13. Change in APE services for 2013-14. Next meeting.

14. Board Meeting, September 4, Board Workshop 11:30. The agendas were reviewed without changes.

15. Procedure Reviews. Next meeting.

- a. IAA/ISATs
- b. Referral Process
- c. Behavior Technical Assistance

Future File:

1. Parent University Planning
2. Behavior Committee (FABIP)
3. Reevaluation Procedures
4. Diabetes/Health Care Plans
5. Eligibility Pages: SLP
6. Assessment of 12th grade students
7. Amendments, when are they appropriate?
8. Use of proportionate share

Next Meeting: Monday, September 23, 1:00