

Administrative Liaison Meeting
Minutes
January 23, 2017

1. District News and Celebrations
 - a. Secretaries meeting was well received.
 - b. Lisa and her daughter are going to coach Special Olympics this year.
 - c. Student data is working out.
 - d. Budget cuts are expected in many of the districts.
2. There was a presentation from SAIL Staff regarding their programming.
3. Announcements/Reminders/Follow-up
 - a. Professional Development opportunities were distributed.
 - b. The Mental Health Partnership meeting is January 27.
 - c. Behavioral Policies are on district documents, but MV staff need to enter in each specific district in PowerIEP.
 - d. High School New Pathways Program (2017-18). Will be discussed at the next meeting when Anne is present.
 - e. SIS/ISTAR/Course Code Updates. Four of the districts' data are without error. We are working with the final district this week. MV has temporarily hired a secretary from D304 to help with data entry during the administrative assistant search and training period.
2. MH Partnership—March 3rd Arrangements.
 - a. Staff from D302 and D101 will be coming. We are unsure about D303, D304, and D301.
3. MV Confidentiality (Fran). MV is obliged to follow guidelines regarding personnel information and closed session topics.
4. X Students (Lisa). Apparently, funding is available for excess cost students, those students who will exceed the 4X per cap threshold.
5. IDEA
 - a. Amendments will be due February 10.
 - b. The percentage for MV discussed at the finance committee is fine.
6. Mid-Valley's newly hired RN is taking the medical review online course that will be finished in mid-February. Until then, we are reviewing the upcoming reevaluations and noting which students require a full medical review. If there is a review, Lisa will conduct it and send it to the district CSN for final review. Our former CSN updated many records before her departure, so the situation is quite manageable. Hearing and vision screenings are being completed for MJC and SAIL this week.

7. PowerIEP and EE codes. There was a discussion about where to record the minutes in PowerIEP for general education subjects where students are supported with an assistant. These minutes should be subtracted from the total of minutes outside general education.
8. Professional Development
 - a. March 3. If any staff members are signing up for the sessions, we will assume that their lunches will be purchased by the district as a registration fee so they can spend their lunch hour collaborating with the community resources who are present. We will send the flyer once again so that each district can remind staff.
 - b. March 3 SLPs. We are unsure what to plan for the SLPS on that day since so many of them have been attending the network meetings with topics addressed throughout the year. We will send information regarding the topics to each district so that they can poll their staff.
9. Services
 - a. ECHI. The projected numbers are currently very low. We need help from each of the districts to help identify potential students by March.
 - b. Vision and O & M. We would like to explore the O & M option for the upcoming school year. More information will be collected to be discussed at a future meeting.
 - c. Vocational Services to HS students. We would like to propose additional services, much like the behavior coach positions for high school students in district programs.
 - d. High Functioning Services/CLASS/NP/ND. There was a discussion about the types of students that should be referred to the CLASS program. In general, these students:
 - i. Are high functioning
 - ii. Need monitoring for appropriate social skills with typical peers
 - iii. Have a high need for academic integration with support
 - iv. Have a need for some behavioral support, social skills instruction, visuals, models
 - v. Need access to general/core curriculum
 - vi. Need direct instruction in behavioral expectations
 - vii. Some students need intense academic support, but at a higher level than general NP students

In the current make-up of NP classrooms, the students are lower functioning and need much more direct instruction/discrete trial instruction.

In the current make-up of the New Directions Program, these students have behavioral needs that require a consistent overall behavioral and therapeutic environment. Their academic needs can be met through a variety of options. And, when appropriate, these students begin integration with their home schools as soon as possible.

When determining your referrals and projections for 17-18, please keep these considerations in mind. We have to begin staffing and space planning very soon.

- e. NP HS Class. Next meeting.
 - f. ALOP. The fund balance for ALOP was reviewed with proportions for each district. At this time, D302 will be exploring the SLOP option, based on the GHS model.
10. Projections. Projections are due at the end of the month. At that time, we will pull and count the students, then open them up once again for changes in PINK.
11. Procedure Reviews
- a. 12+ Attendance and Billing procedures were shared and reviewed. A final version of the procedures will be sent this week.
 - b. Transition Guidelines were shared with improvements in the rating information and the referral guidelines. A final version will be sent this week.
 - c. ELL (future meeting)
 - d. OT-PT Equipment (future meeting)
 - e. ALOP Attendance (future meeting)
12. ESY. Updated ESY forms and procedures were distributed. We would like to solve the problems with IEP meetings after spring break if there are changes to ESY. Final versions (including Spanish) will be emailed to the liaisons and placed on the website.
13. Upcoming dates/events:
- 1/23 Special Olympics Parent Meeting
 - 1/27 Mental Health Partnership
 - 1/27 Psych Network—CBE
 - 1/27 SLP Network
 - 1/30 Initial CPI
 - 1/31 Refresher CPI
 - 2/6 Special Olympics Practice Begins
 - 2/13 Liaison Meeting—Start Time 12:00**
 - 2/15 IAASE Board Meeting
 - 2/16-17 IAASE Winter Conference
 - 2/21 Executive Director Interviews**
 - 2/24 Finance Committee (date change)**
 - 2/27 NIA Needs Assessment Meetings**
 - 3/1 Board Meeting and Workshop**
 - 3/3 Institute Day**
 - 4/30 Special Olympics Regionals
14. The board meeting agenda for February 1, 9:00 was reviewed without changes.
15. PowerIEP items. None!

Future File:

1. Assessment of 12th grade students
2. Transportation billing

Next Meeting February 13, 12:00.