

## **Administrative Liaison Meeting Minutes**

**Monday, April 23, 2018**

**1:00-4:00 PM**

- **Program Audit Process**
  - Step 1: start with the IEP process
  - Step 2: review programs under umbrella coordinator
  - Step 3: how do we evaluate programming
  
- **ESY Reminders: materials, progress monitoring**
  - Please send
  - Secretaries can sort any way to ensure
  - May 7 deadline for parent permission
  - May 14<sup>th</sup> verification/double check must be completed
  - Timeline for hires TBD
  - Next year, parents will get receipt for submission
  - 303 transition students from private placement to SAIL for ESY then next year
  
- **ALOP funding**
  - Significantly reduced
  - Future funding uncertain
  - ROE on top of this
  
- **Part 130 Proposed Rule Changes**
  - Shared with team
  
- **12+ Attendance Policy proposal**
  - Good to have this as a written document
  - If parent has guardianship, please ensure that they are included
  
- **Lunch: students who owe**
  - Get letter notifying and include district
  - Sack lunch
  - Limit is \$10
  - Community service for fees
  
- **PREPARE curriculum**
  - Not currently used in the district
  - Crisis prevention teams in the district, teams
  - ALICE focus
  - SEL team
  
- **IEP Meeting Paperwork Process**
  - Need to ensure that all (district and MVSEC) have the same expectations for IEP meetings and paperwork

- Schedule meeting for IEP paperwork analysis
  - Develop IEP meeting rubric agreed by all.
- **Summer meetings**
  - No meeting allowed in July rule
  - June and August regular schedule