

Administrative Liaison Meeting
Minutes
November 18 and 26, 2013

1. News from the Districts
 - a. Laurel is back and doing well!
2. Announcements/Reminders/Follow-up
 - a. Professional Development opportunities were distributed.
 - b. ADOS 2 Follow-up: DVDs are ordered: 2/7 and 4/11, from 8:00-10:00 have been scheduled as follow-up meetings.
 - c. Administrator meetings. D101 went well. Still willing to visit other districts as we are invited.
 - d. Shared ppts on MV document library.
 - e. Extended meeting will be on November 26 from 12:00 to 4:00
 - f. Reminder that if a district is planning to withdraw 8 or more students, or withdraw from a cooperative service, the notification deadline for program withdrawal is December 1.
 - g. IDEA reminders were distributed.
 - h. Dyslexia proposed legislation was distributed.
 - i. Secretary Training: December 17th, a.m. Carla will follow-up with D303 and 101 to see if there is a need. If not, we will just host the new secretaries in D304.
 - j. IAASE Board meeting notes were reviewed and discussed.
 - k. Reminder re: Room and Board was distributed.
 - l. SLP option on February 28. Discussion was postponed until both Laurel and Lisa were present.
 - m. Interpreter FAQs were distributed.
 - n. Difficult to Test Clinics are being scheduled now by the MV nurse in collaboration with Jean Deptola from NIA and district nurses. There will probably be two scheduled this year.
3. Upcoming events
 - a. 1/29, 3/25 Autism team training at Prairie Knolls library
 - b. 12/11, 3/20 Year 2 behavior cohort (301-302) Modified CHAMPS
 - c. 1/9 Transition Planning Training, 3:00-4:30
 - d. 3/6: TRANSITION NETWORK, 3:00-4:30
 - e. 11/21 1:00 Finance Committee
 - f. 11/26 12:00 Liaison Catch-Up Meeting
 - g. 12/13 Psych/SW Network: Champs infomercial
 - h. 12/10, 2/11, 4/8 Administrator Breakfasts: 7:30-9:30 a.m. Need to talk about this option with the Superintendents.**
4. Shared Professional Development
 - a. FABIP Committee: 12/3, 1/23. All districts have assigned individuals.
 - b. NCI (CPI) training for D302, D301, new MV staff, some of D304; scheduled for 11/19-20 Initial training.

- c. Discussion of having MV do CPI training next year. Which districts? 304? We will put this item on the shared training discussion for February.
- 5. Report from the Transition Network
 - a. The group added a session about completing Transition Paperwork on January 9. **Open to others.** Linda will send a little flyer.
 - b. Enjoyed the opportunity to be able to network about this topic.
 - c. Reviewed assessments, needs/topics, purpose of the committee.
 - d. Nice representation from all of the age groups.
 - e. Transition fair next year, possibly multi-district. **Need a little more information about what we would like them to learn.** We will also add this topic to the shared professional development discussion in February.
- 6. Facilitated IEP Training was discussed again. It seems that the state is moving in this direction. We will “pencil in” some summer dates with the training team in early June. Natalie will see if there is interest from the PD network, so we can charge participants who are not district members. Carla offered to facilitate some IEP meetings to see how it works in real life.
- 7. Annual Needs Assessment: This item will be discussed with the Board for their input. **Changes or other items are due to Natalie by the next meeting.** Distribution of the survey will be for the month of January. Analysis available for review and discussion in February.
- 8. Consent for Behavioral Technical Assistant Consultation: MV is writing a brief document to be shared with parents regarding this consultation service. Parents should be informed about the need and the process. Because MV has a reciprocal arrangement with the district, consent or release of information is not necessary. However, in some cases, teams may wish to obtain it, just to smooth things over with parents.
- 9. New requirement: Plans for implementation.
 - a. HB 3070: the warning signs of mental illness and suicidal behavior (instead of just suicidal behavior). To be enacted January 1, 2014.
 - b. **Each director will think about nominating a couple of licensed staff members from their district to be trainers and to participate in this grant.**
 - c. Late spring, summer for implementation in the fall. Even if we don’t obtain the grant for the training materials, we think it is a good idea to bring the SWs together who have been providing this information to the districts to share their thoughts and information.
- 10. Referral process: Reviewed and discussed. No students can start the program without the necessary information. In particular, we need emergency/medical information and transcripts for high school students in New Directions.
- 11. Enrollment update

- a. New Directions enrollment continues to increase. We are watching the elementary sections that are reaching 8 students at this time.
- b. There was a discussion about the CLASS program with a possible reinstatement of middle school option. No decisions were final at this time. MV will inquire about possible space options for a classroom, if one is to be opened. Right now 3 students are possible with a couple of others probable. Geneva MS as an option? Need to look at MS students who are in ND or private placements.
- c. There also was a discussion about a possible high functioning autism class at the high school level and a discussion about the overall needs of students with autism in district schools.
- d. SW ratio. Next meeting.

12. OT/PT

- a. Listing of assessments and library materials are on the web-site.
- b. No other issues were raised.

13. ESY

- a. Batavia will be hosting this year. They are deciding on the building. The program needs approximately 22 classrooms, many of which need to be on the first floor.
- b. Referral process. We discussed the referral process and the criteria. Other options were suggested for programming, if the student meets the criteria. Are all staff using it correctly? Should the same criteria be applied to related services?
- c. 1:1 Assistants need to be signed off by administrators.
- d. ESY Trends were distributed at the previous meeting and the Board meeting. Trends should a slight increase in referrals, some spikes in related services.
- e. Goal information was shared.
- f. Carla will make the necessary changes in the procedures and the referral information.
- g. Staff should be reminded to include Form 10 in the referral packet.

14. Netchemia

- a. Asking for SEL and ECE standards to be installed. SEL will be added this year. It will require reworking the buttons on the Standards section. CC is working with them to include the remaining standards (not literacy and math in Common Core) and the ECE standards as well.
- b. IEP training for secretarial support (Ann): We will establish a little network meetings with the secretaries to review administrative tasks in Netchemia. (See above.) Agenda items include: Starting staff, deactivating staff, creating a caseload, where to find information on the FACTS forms and the IEP pages for IEPPoint data entry. Other items?

15. Board Meeting, December 4, 9:00. Items were reviewed without changes.

16. ECE Outcomes: Several questions were asked. This discussion will continue at the next meeting.

- a. Form under special education programs/outcomes system. Are we all using the same form? What form would you like us to use for our ECE reporting to the districts.
- b. Which assessments are used and required?
- c. Who should get the forms from the cooperative students and when?

17. Dynamic Learning Maps: No news yet.

18. Accommodation / Modifications / special format for PARCC (Fran): We watched the webinar together and discussed several points. Our concern is the spring IEPs and what should be recorded on them. At the next meeting, we will review parts of the accommodations manual and plan sessions for staff. Once the webinar is posted, it may be good to have staff watch it to have a basic understanding of the options.

19. Appropriate goals for students at the high school when minimal interventions are available and the focus is not on meeting credit requirements (Fran)

- a. Can we shift the goals from academics to transition goals? There are not that many interventions at the high school level. The HS teams are concerned because they need to gather data for students they might not even see or serve during the school year. If the class is not available, then the goal is dropped and possibly dismissed? Possibly a 504 Plan would be appropriate for these students.

20. Personnel Reimbursement – what formula do you use for psychologists, social workers and RNs? (Ann) Time and effort studies. (in FRIS) for a limited amount of time. Anne will send us all a copy of what she's using.

21. NetIEP- EE code on form 9 for a student who is currently 5 years old but will turn 6 before his/her next IEP meeting (Ann): NetIEP will recalculate after age 6 if you open the form and then resave it. If the student is entered incorrectly in IEpoint, it will come back as an error message. This will trigger the necessary change.

22. SEL Student needs (Lisa): Next meeting.

- a. Support of outplaced students/running IEP meetings
- b. Procedures SWs
- c. Records release; reports confidentiality; clinicians vs. educational programming
- d. Add special education teachers; workload

23. 504: Continued at every meeting! At the next meeting, we will discuss the definitions and what each district is doing for evaluations, notifications, etc.

- a. D101
- b. D301
- c. D302—Principals
- d. D303—Psychs
- e. D304

- f. 504s and IEPs: In general, there should be only one document. Accommodations can be entered on the IEP for students who meet all three of the following questions:
 - 1) Have a disability?
 - 2) Does it have an impact?
 - 3) Does the student require specialized instruction?
- g. Assistive Technology with 504 plans? Related services on 504 plans?
- h. What is the definition of specialized instruction?
- i. Does the student require general education accommodations or adaptations? OR Does the student require support, supplementary or corrective services?

Future File:

- 1. Reevaluation Procedures
- 2. Diabetes/Health Care Plans
- 3. Eligibility Pages: SLP
- 4. Assessment of 12th grade students
- 5. Amendments, when are they appropriate?
- 6. Use of proportionate share
- 7. What's special about special education?
- 8. What's co-teaching?

Next Meeting: December 16, 12:00-4:00. We're brown-bagging!