

Administrative Liaison Meeting  
Minutes  
August 25, 2014

1. 11:00 Early Childhood Coordinators Meeting
2. Lunch Topics: IAASE Board meeting, and Directors' Conference
  - a. 57% residential reimbursement
  - b. PARCC (See below.)
  - c. Notes were shared.
3. News from the Districts
  - a. All the districts are staffed at this time.
  - b. MVSEC needs a part-time SLP and a Vocational Facilitator.
  - c. We are still waiting for news about Kaneland's superintendent.
4. Additions to the agenda
  - a. Dyslexia legislation: How are districts handling the requests yet? See attachment regarding HB 3700. Apparently, the definition of dyslexia will be included in the 226 language regarding disabilities. The state is required to assemble an advisory group to construct training modules.
5. Announcements/Reminders/Follow-up
  - a. Facilitated IEP training:
    - i. Schedule support group/conference call from the trainers in the first week of October.
    - ii. Laurel—what are her teams implementing? Laurel will send to the group.
  - b. Brochures from MV were distributed.
  - c. Professional Development
    - i. ABC sign-up will now be used by MV to streamline the registration and reporting process.
    - ii. The professional development calendar was distributed. Changes in locations were noted and some locations have yet to be determined.
  - d. Extra Mile was distributed.
  - e. 504 compliance manual. Carla will order a manual for our review to see if we all would like to use a similar system.
  - f. Testing Coordinators Meeting Date: September 11, from 9:00-10:30.  
**Administrative liaisons should notify their respective testing coordinators.**
6. IDEA Amendments: **Changes due September 15.**
7. DLM Training Requirements
  - a. Webinars will be required before anyone can administer the assessments. There were questions about independent or facilitated training.
  - b. Carla will ask about DLM and PARCC at the next Roundtable

8. PARCC Accommodations: What are we doing with IEPs?
  - a. Who turns on the accommodations? Is it at the building level? After the teams determine the individual profile, how are the student numbers and accommodations assigned? For the cooperative, this becomes an even more complicated question.
  - b. Practice items and accessibility features (for all students) can be practiced now with students.
  - c. Text to speech (for reading) is only to be used with 1-2% of the entire special education population; these scores will have an asterisk and will be excluded from the overall reports.
  - d. Accommodations should not be used for the testing unless they are also used during class instruction.
  - e. A module will be available for us to watch on the isbe website regarding the use of accommodations. We're not sure when it will be available.
  - f. We have to test in March (Performance Based Assessment) and May (End of Year).
  - g. Speaking and Listening assessments are going to be available next year.
  - h. Braille and Closed-captioning (or signing) will be available this year. They are working on having signing in the corner for all directions, if required.
  - i. We can request paper and pencil tests.
  - j. In order to have a scribe accommodation, the student must be instructed in writing.
  - k. Amendments would only be necessary for current IEPs if the PARCC accommodations would be different this year from last year's ISAT/PSAE accommodations.
  - l. New IEPs: Possibly document on the Additional Notes page those accessibility features that are available to all should be noted for the record.
  - m. New IEPs: On the Assessment page, list only those accommodations that are special to the student or those accessibility features that are key to the student's success.
  - n. Geneva is planning to meet with the special education staff at the end of September with guidance. They will share their talking points with the rest of the group.
9. Electronic IEP discussion (Anne, Laurel)
  - a. There was a substantial discussion about other electronic IEP vendors and services. A suggested outline was determined for the Board workshop on September 3.
  - b. IEP+ is a possibility in D304 and D303 to be compatible with eSchool.
  - c. We may invite someone from SunGuard to come in to speak with us. If we have vendors do presentation, we should also do site visits and/or talk to folks who are using the product to help us understand the implementation issues.
10. Adding move-ins to Netchemia in the summer. Because of the difficulties with NetIEP in the summer, new move-in students were added by hand. Once the system pulls the

student information from the SIS system, there will probably be duplicate students. One of the students should be deactivated.

11. Placement pages: How do we indicate paraprofessional needs? (Lisa). There was a discussion of where and how to record the need for 1:1 paraprofessionals. Some record it as an accommodation; some record it as a related service. It was determined that the record must include a description of when and how those services are to be used with the student. That description should be in the accommodations section, even if it is recorded as a related service.
12. Student Services Staffing/Caseloads per district/building (Lisa). Kari will send each district a spreadsheet with requested information regarding staffing and caseloads.
13. Service Animal Policies and the Cooperative (Anne). There was a discussion about service animals, now that the cooperative has one student with a service animal. It would seem logical that the cooperative would follow the policies of the host district as is done with food allergies. At the next meeting, we will review all the district policies.
14. Reminders about Referral Paperwork. Folks were reminded to complete all of the referral paperwork. Without it, MV secretaries cannot update the data base. We don't want to miss any students!
15. Behavior Technical Assistant Visits should all be set up soon.
16. Enrollment Update. New Directions still has room in all of its classrooms due to student attrition. The CLASS program also has room for 4 students of primary age. New Pathways K-2 and 4-5 is full. There are a couple of available slots in EC, 2-3, and 6-8.
17. Upcoming events: (See Professional Development Calendar and/or MVSE website.)
  - a. 8/29 ~~Discrete Trial Training, 8-3:00 MJC~~ Postponed to 10/10
  - b. 9/16 or 9/17 MyServiceTracker training, 3:00-4:00, Mid-Valley
  - c. 9/18 Autism Cohort 2 begins: 8-3:00
  - d. 9/24-26 IAASE Fall Conference
  - e. 9/24-25 ADOS training 8-3:00
  - f. 9/26 DSM V, 8-12:00
  - g. 10/2 Progress Monitoring/Goal Writing (first of two sessions)
  - h. 10/10 Discrete Trial Training
18. Board Meeting, Sept. 3, 9:00; Board workshop the same day. The agendas were reviewed and amended per the electronic IEP discussion.
19. Plans for 2014-15. Will be discussed at the Board Workshop.
20. New requirement: Sexual predator training all ages, grades (Sarah Erin's law). At an upcoming meeting, we will view the webinar and discuss plans.

21. Just one more new requirement: Indicator 13 checklist, Data Verification Rubric. Next meeting.

22. Midwest Educational Leadership Conference Report. Next meeting.

Future File:

1. Reevaluation Procedures
2. Diabetes/Health Care Plans
3. Eligibility Pages: SLP
4. Assessment of 12<sup>th</sup> 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?
9. 504 for vision students

***Next Meeting: September 22, 12:00-4:00***