

Administrative Liaison Meeting
Minutes
April 27, 2015

1. 12:00 Lunch Topics
 - a. There was a discussion about the recent Board Workshop and suggestions for improvements.
 - b. Mental Health programming—Next meeting.
2. Announcements/Reminders/Follow-up
 - a. Professional Development opportunities were distributed.
 - b. Extra Mile was distributed.
 - c. News from CEC/CASE. Carla distributed a legal handout from the conference that will be reviewed in sections at subsequent liaison meetings.
 - d. NetIEP Assessment pages are corrected and available.
 - e. 12+ Attendance and suggestions for IEP writing. Linda has worked with individual teams with this language.
 - f. Laura's retirement. Carla offered to purchase a gift from all of us to give her at the NIA luncheon.
 - g. ISBE's memo regarding medical review for nurses was distributed.
 - h. ISBE's memo regarding district Child Find obligations for children ages birth to 3 was reviewed and discussed.
 - i. ISBE's memo regarding cooperatives as pass-through agencies was distributed. This information will be shared with the Board.
3. IDEA Grant Amendment
 - a. May 22 Drop Deadline for Amendment for FY15.
 - b. New application for FY16 will be due June 18-19.
4. Mental Health Breakfast and SAMHSA Application
 - a. The next mental health breakfast will be May 29 from 8:30-11:00 at the Geneva offices.
 - b. The SAMHSA grant was not submitted due to timeline issues. However, we believe that we have a great start to working together on this and similar projects.
5. ESY Reminders
 - a. Changes in related service minutes from referral until the end of the school year should be submitted to Bonnie. Just Page 10.
6. Projections
 - a. District projections and trends were updated since the Fall Board Workshop and were distributed.
 - b. Any final projections should be recorded in light **Blue for Spring** on the spreadsheets in google doc.

- c. New Pathways. The enrollment and staffing plan were discussed in some detail. It was suggested that data be gathered from other districts and cooperatives. That information is going to be available by the upcoming Board meeting. The staffing plan with TAs includes: (a) classroom instruction, (b) integration, (c) crisis management, (d) lunch/playground supervision, (e) provision of lunches/breaks for classroom staff by contract, (f) individualized supervision in all parts of the building (bathrooms, on/off busses, etc.), and (g) “other” personnel who are assigned to the program.
 - d. 12+ enrollment is currently at 36 students.
 - e. New Directions enrollment continues to be low in elementary grades.
7. Upcoming events and professional development: (See Professional Development Calendar and/or MVSE website.)
- a. **4/28 Next Steps Parent Training, 6:30-8:30; Follow-up May 21st financial planning; Theresa Varnett. We will also send a listing of the modules and topics so that districts can target younger families/students.**
 - b. **4/28 SAMHSA Planning—Cancelled.**
 - c. **4/30 SAMHSA Planning—Cancelled.**
 - d. 4/29 Difficult to Test Clinics
 - e. 5/1 Educator of the Year Banquet
 - f. 5/13 Young Athletes
 - g. 5/14 End of the Year Celebration, 3:30
 - h. 5/18 Liaison Meeting
 - i. 5/21 NIA Luncheon
 - j. 5/22 SAIL Graduation Breakfast
 - k. 5/26-27 PowerIEP Training
 - l. 6/2 Graduation MJC 10:00
 - m. 6/1 Power IEP training
 - n. 6/3 Power IEP training
 - o. 6/8-9 Facilitated IEP training
 - p. **6/15 Administrative Liaisons and End of Year Celebration**
8. Behavior/Instructional Coaching Discussion
- a. Jennifer has either conducted or scheduled visits with each of the districts to determine their specific plans for behavior/instructional coaching and support.
9. Professional Development Report
- a. The full professional development plan (with dates) will be available at the next administrative liaison meeting.
 - b. Other opportunities:
 - i. Toni Linder, Sept. 3-4, Play-Based Assessment, Kaneland
 - ii. Venita Menon, November 23, Executive Functioning, Kaneland
 - c. Need professional development for Functional Skills

10. Board meeting agenda, May 6. The agenda was reviewed without changes.
11. Chat with Behavior Coach Candidate. Lisa York visited with the liaisons about her experiences as an autism and behavior coach.
12. PowerIEP
 - a. Confidentiality within buildings. We agreed that MV and district staff would have building access and that we would take care in training sessions to remind staff of their confidentiality responsibilities.
 - b. The order of forms were reviewed. Carla will pass those along to PowerIEP.
 - c. Items for the “document library **Each district should go through the list and bring it to the May 18th meeting.**
 - d. FABIP forms are nearly complete.

Future File:

1. Twice Exceptional
2. Reevaluation Procedures
3. Diabetes/Health Care Plans
4. Eligibility Pages: SLP
5. Assessment of 12th grade students
6. Amendments, when are they appropriate?
7. Use of proportionate share
8. What’s special about special education?
9. What’s co-teaching?
10. 504 for vision students
11. KIDS Assessment
12. ESY and non-disabled peers

Next Meeting: May 18, 12:00-4:00