

Administrative Liaison Meeting  
Minutes  
November 28, 2016  
11:30-4:00

**Meeting with SLPs to Review Guidelines**

1. Guidelines
  - a. The rubric seemed to capture what the needs are. The minutes seemed to be less than what the student “should” receive. Staff need to use professional judgment sparingly.
  - b. For EC, the rubric seemed to work well.
  - c. Consult minutes could be used more strategically.
  - d. The issue regarding AT minutes could also be a training issue.
  - e. Some of the high-minute students were able to be reduced using the rubric. At the middle school, it was helpful for dismissals.
  - f. The verbage was practical.
  - g. On the language rubric, the number of areas where there are problem areas matched the severity category.
  - h. It is a guideline and is a tool to be able to support the decisions. The verbage on the guidelines helps with consistency and parents.
  - i. It would be helpful to share this with principals, school psychologists for them to help understand the new process as well.
  - j. At an IEP meeting, it is important not to quote from the rubric as the final decision. It will get you into trouble.
  - k. In a supportive program, the minutes can be relative because of all of the other services a student may receive.
  - l. Educational impact—had some difficulty measuring with the scale. Teacher feedback scale can get skewed. It is difficult for a teacher to separate from reading and/or attention. Teachers liked the scale for the most part. Gotten them right back. It is helpful to put it into a google doc.
  - m. It was helpful to document educational impact and have a point of conversation with colleagues. SLPs should take that information from conversations and the checklist to determine Educational Impact on the rubrics.
2. Medicaid SL referrals
  - a. Any new student, initially, then annually at each AR.
  - b. SLP is signing as the referral source.
  - c. In D303, they are doing everyone on the caseload at the beginning of the year, then at initials.
3. The Eligibility form was reviewed. We decided to keep the related services question at the bottom of the form because we think it will be helpful, especially for students with certain types of disabilities (Autism, Down Syndrome). Carla will make edits and send to the BDS team to include in the documents. She will also send to D303 for information.

4. SL only and accommodations for testing from other districts. IEPs should be adjusted at the intake meeting and/or at a 30-day review. Sometimes the eligibility will change or it will go to a 504.
5. Thanks to the committee for the hard work and fine product. It will be very helpful in the future!

### **Administrative Liaison Meeting**

#### 1. Announcements/Reminders/Follow-up

- a. Staff Openings. D101 and D303 need teachers. ND and NP will need TAs in January.
  - b. Professional Development opportunities were distributed.
  - c. Mental Health Partnership March 3. Our community partners will resend the survey to their colleagues to see if there would be others who would like to participate in the resource fair. So far, about 16 partners will staff a table. The session will be held at the Norris Center.
  - d. OT/PT sessions on March 3. The MV staff will be going to the behavior sessions hosted by MV. I would suggest contacting NIA to see if sessions would be offered through their organization.
  - e. Bus Driver training next year. Fran and Tressa are going to the transportation conference this year. They will be your source for future trainings and information.
  - f. Behavioral Rights Policy. D302 shared the school code that states initial and every annual review. Also annually updating the handbook. Each district (and MV) will contact BDS team to include their behavioral intervention policy in the district/standard documents.
  - g. Vocational Transportation is going much better after the vocational meeting with Illinois Central and after Lisa has had to be very firm with the company.
  - h. High School New Pathways Program (2017-18). There was a discussion about the need for an additional classroom for the upcoming year.
6. Difficult to Test Clinics—March 22 and April 26
  7. SIS/ISTAR/Course Code Updates. Carla will be sending a memo regarding the recent decisions from the ROE and the state regarding the SIS system entries and the ISTAR entries.
  8. 12+ Referral Procedures. There was a refresher discussion about the purpose of the referral procedures for the transition programs. We took a look at the scoring guidelines and made suggestions. MV will assemble a transition team to obtain further feedback.
  9. IEP Consistency Issues. Several IEP consistency issues were discussed that included items such as (a) the decision to conduct an evaluation form, (b) Fund codes, (c) correct AR and Eval dates, (d) initialing the procedural safeguards box, etc.

10. Prior Written Notice. Fran will scan the information to us and we will discuss it again at the next meeting. Perhaps we need additional information about how to take better notes. Prior written notice is prior to the placement or change of placement. The note-taker should write the parent questions and the team member responses.
11. Homebound Services and Decision Making regarding Related or Itinerant Services. Are related services educationally related? What is the extent of the need? What is the likely availability? How long will the services be required? Are the parents willing to have many individuals in their homes? Teams should generally give the liaisons a heads up with the tentative plan before the IEP meeting and discuss these (and probably other) issues. When involving MV staff, it is good to have a prior conversation with the coordinator or Carla.
12. Professional Development
  - a. Restorative Practices. D101 orientation has started for administrators.
  - b. Needs Assessment items/areas. Minor changes. Added school counselor, translator, “other”. Added restorative practices. Completion window: January 4-February 1.
  - c. Update of current usage of behavior support was distributed. Follow-up meetings will be scheduled individually. In January, planning meetings for the upcoming year will be scheduled.
  - d. The Board report was distributed and discussed.
13. Integration and Service Dogs for New Pathways Students. The complications of integration and of the needs of the service dogs have created a need for additional staff for the New Pathways program. This recommendation will be going to the Board.
14. Tuition Bills. Nancy will be making appointments with each district’s liaison and business officer to review final tuition bills. It would be good for the district to bring your copy of the student lists so that the number of students can be verified. Thanks to Anne and Donna for assisting with this process.
15. MJC Information. Maura shared information with liaisons regarding all the positive changes that have occurred in the New Directions program. This presentation will be shortened slightly and will be presented to the Board in January.
16. Vocational Services. Next meeting.
17. Upcoming dates/events:
  - 12/5 4:30-6:00 Community Conversation about Employment
  - 12/7 Board
  - 12/9 SW/Psych Network—Anxiety Disorders
  - 12/12 Liaison Meeting—**Time for meeting, 1:00**
  - 12/15 Finance Meeting
  - 1/4 Board Meeting

- 1/19 Finance Meeting—Can we move this meeting to the 25<sup>th</sup>?
- 1/27 Psych Network—CBE
- 1/30 Initial CPI
- 1/31 Refresher CPI

18. Board meeting agenda, December 7, 9:00. The agenda was reviewed without revision.

19. PowerIEP items

- a. DRAFT on Spanish translated forms. Keep it as draft. Send both.
- b. SL referral form. Done.
- c. Blank FACTS forms are available under district documents.

Future File:

- 1. Assessment of 12<sup>th</sup> grade students
- 2. Transportation billing

***Next Meeting December 12, 1:00.***