

Administrative Liaison Meeting
Minutes
February 13, 2017

1. District News and Celebrations
 - a. Special Olympics!
 - b. New Vision teacher!
 - c. Great meetings last week!
 - d. Chick Chat was last weekend. The parent speaker was exceptional!
2. Melissa presented interesting information about the New Pathways program. She will present it to the Board at an upcoming meeting.
3. Announcements/Reminders/Follow-up
 - a. Professional Development opportunities were distributed.
 - b. The Mental Health Partnership—March 3 is going to be very well attended with community and school staff.
 - c. SIS/ISTAR/Course Code Updates. We seem to be on the last leg of the issues we have found. Thanks to everyone for their cooperation and commitment!
 - d. Alternative placement information was discussed.
 - e. IAASE bill information was distributed.
 - f. School funding reform commission report was distributed and will be a session at IAASE Winter Conference. Carla and several members of D303's leadership will be attending.
4. Professional Development
 - a. Needs Assessment results:
 - i. 13% increase in participation.
 - ii. Learning priorities were about the same. A new area is teaming and collaboration.
 - iii. Specialists wanted MTSS which is a little different from last year. They could probably use some additional support.
 - iv. Areas for improved programming are good areas to examine. Top five were around behavior, parent support, wraparound, MTSS, and problem-solving.
 - b. Coaching days. Jen is meeting with everyone and moving up the timelines so that we can be able to create an accurate staffing plan by the time we have to meet with the Board.
 - c. Facilitated IEP Training, June 7-8. Carla will send the flyer which will be open to MV and district staff for a month. Then, it will be released to other districts and regions.
5. Melissa presented interesting information regarding the New Pathways Program.
6. Services, Updates, Projections
 - a. ECHI has enough students to support a section for next year.

- b. Vision and O & M. We will need one more VI teacher next year and are waiting for the department to finalize their decision about O & M services (.4)
 - c. Vocational Services to HS students. We will need a decision regarding vocational services by March 1.
 - d. High Functioning Services/CLASS/NP/ND. It looks like there will probably be 2 sections of CLASS, possibly more, depending on the projections.
 - e. ALOP. Carla will set up a meeting with Fran to discuss the next steps.
7. Procedure Reviews
- a. ELL procedures were reviewed with suggestions.
 - b. OT-PT Equipment procedures were reviewed. Notes from other liaison meetings will be included.
 - c. ALOP Attendance (future meeting)
 - d. Transition referral information is on the website under district resources/transition.
8. Upcoming dates/events:
- 2/15 IAASE Board Meeting
 - 2/16-17 IAASE Winter Conference
 - 2/21 Executive Director Interviews
 - 2/24 Finance Committee (date change)
 - 2/27 NIA Needs Assessment Meetings
 - 3/1 Board, Workshop, ED Final Interviews, Refreshments
 - 3/3 Institute Day, MH Partnership
 - 3/16 Finance Committee
 - 3/20 Liaison Meeting
 - 4/19-22 CEC
 - 5/7 Special Olympics Regionals—**this is a change—at COD**
 - 5/11 Young Athletes Culminating Activity
 - 5/24 SAIL Graduation
 - 5/25 12+ Celebration
 - 5/31 New Directions Graduation
9. ESY.
- a. Deadlines—Spring break for referrals and May 1 for parent registrations
 - b. There is an OT/PT form for ESY under the ESY tab on the website. Please have your OT/PTs complete this form for students who will be receiving OT/PT. They should also complete the equipment move forms and clearly label all equipment and materials. Perhaps some of the new OT/PT staff thought that we would be fully equipped! Instead, we need materials to be moved to our locations.
 - c. Orientation days are June 28 for teachers only. 8:00-12:00. If district staff would like to talk with ESY teachers, this would be the time.
 - d. It would also be helpful if the ESY teachers could contact the case managers over the summer. Can home phone numbers be provided?
 - e. In order to assure that parents have their children attend the program, it was suggested that staff members need not beg families to complete the paperwork.

- f. It is a good idea for district offices to run back through the student lists to see if the related services have changed from referral to the end of the school year and to include an updated copy of the Placement Page for their referrals. This information should be provided by the end of the school year.
10. Board meeting agenda for March 1, 9:00; Board Workshop Agenda, March 1, 10:00. The agendas were reviewed without changes.
 11. PowerIEP items. None!

Future File:

1. Assessment of 12th grade students
2. Transportation billing

Next Meeting March 20, 12:00