

Administrative Liaison Meeting  
Minutes  
August 29, 2016

1. PowerIEP items

a. Issues:

- i. Student record override, save vs refresh. Carla will check to see if the Student Record page can be saved. **Otherwise, we will have to remind staff to go to the Conference Summary page and refresh data in order for it to carry over to the forms or to the data base.**
- ii. There is no duplication option this year because of the upgrade. Cut and paste through two different browsers or retype all new information in the new IEP. (Lisa was promised that there would not be another upgrade next year!)
- iii. Creating an amendment? Duplicate via an amendment in the old system and then when the new IEP is created, it needs to be started anew. If a new IEP is started, this amendment procedure is much better.
- b. Form changes. All good. Thanks so Jaime for checking so carefully.
- c. Video training. Anne and Jaime will send us their ppt that they are using on their Institute day of Friday.
- d. Submit IEP. No one is using this option.
- e. Reminder about 2 placement pages. **Need to remind staff that they need to do two placement pages so that fall reports can be accurate.** You can duplicate the page.
- f. Translation option on the print menu. This time it will translate text that has been typed.
- g. Reminder: If you would like your consent form on the standard documents, just submit them to the BDS team.
- h. **The recommended change on the SL Eligibility page will be shared with the district staff and discussed at our next meeting.**
- i. Standard documents review. We reviewed and removed several items from the "District Documents" (formerly known as standard documents). Carla will forward those changes to the BDS team.
- j. Requests for SL referral. This was removed and is not necessary.
- k. Incomplete reports can only be created by district and not by MV. So, when generating your reports and you find any issues with cooperative students, please let us know.
- l. Recommended forms. We decided to go with the order and sets of forms that PowerIEP is recommending. In a couple of months, we'll see how it is working.
- m. PowerRtI next steps. No movement here.

2. Announcements/Reminders/Follow-up

- a. Staff Openings. D304 needs 2 psychs, one psych maternity leave, HS admin, possible SLP; MV needs a part-time job coach; D303 needs two maternity leaves, 1 teacher and 1 SW.
- b. Professional Development opportunities were distributed.

- c. Handbooks, Directories, Class lists, Staff lists. Staff lists were distributed. The handbook is on the website. The directory will be mailed.
  - d. ISBE form changes were reviewed.
  - e. News from the Directors' Conference. Anne shared information from the Directors conference and the IAASE Board meeting in August.
  - f. ECC Update. The students are on campus this week.
  - g. RtI Conference, Oct. 6-7. It doesn't look like anyone is going. Maybe next year.
- 3. Assessment Updates
  - a. SAT Accommodations will be discussed further at the assessment meeting. It is a lengthy process. Because MV has not been approved as a testing site, we cannot submit accommodations either. For those students who are test eligible, we will need to work with the home districts to submit for the accommodations and (most likely) administer the tests.
  - b. Assessment/SIS meeting in September 1<sup>st</sup>. 2:00.**
- 4. IDEA Grant Update. Although Carla is attempting to submit, there are lots of system errors at the state that are holding up the process. We have until Thursday.
- 5. Professional Development
  - a. At a Glance is on the website and the professional development calendar is on the website.
  - b. Emails for the trainings are going out this week.
  - c. CPI refreshers? Need a couple of districts to offer a date for a few of the MV staff. Please send the dates to Jennifer.
  - d. Jennifer attended the Restorative Practices training so that she can be a trainer. There was a lengthy discussion of the roll-out. Carla will put this on the Board Workshop agenda and Jennifer will create a brief overview for the Board.
- 6. Revised Tuition Bills. Next meeting.
- 7. Vision Services and referrals. There was a discussion of the interface of NIA and MV's vision services. Basically, NIA does child find and vision evaluations. Once a student is eligible for vision services, it is MV's responsibility. This will be a transition year as we work through many of the administrative services that NIA has provided in the past and are now transferred to MV. [Cynthia.gotha@d303.org](mailto:Cynthia.gotha@d303.org) is the new coordinator for vision, hearing and OT/PT issues.
- 8. Infinitec discussion. There was a discussion about the utility of Infinitec services. Carla will speak with Peggy Childs about reaching out to our smaller districts to customize more of their services. She may be invited to an upcoming meeting so we can discuss issues with her as a group.
- 9. Upcoming dates/events
  - a. 9/6 ALOP Meeting 11:00-12:30
  - b. 9/7 Board and Workshop

- c. 9/16 **Secretary Meeting, 9:00 Peck Road**
- d. 9/19 CPI Initial
- e. 9/20 CPI Refresher
- f. 9/21 **MJC Open House, 10:00-11:30**
- g. 9/23 **MH Partnership 8:30-11:00; Future dates: 11/18, 1/27, 3/24, 5/19**
- h. 9/26 Liaisons
- i. 9/26 FABIP Training
- j. 9/28-30 IAASE
- k. 10/5 **Board, 8:00**
- l. **10/5-6 My Service Tracker Training**
- m. 10/14 Psych/SW Network
- n. 10/14 **SLP Network: Mary Eannace**

10. Board meeting agenda, September 7, 9:00. The items were reviewed without changes.
- a. Workshop to follow. Strategic Planning
  - b. Last year: MH via ALOP –in pilot; HS Autism--Done, ND ESY—not necessary.
  - c. This year: Continued technical assistance, Restorative Practices, vision services, continued at-risk programming, long-range planning for New Directions, and other services that the cooperative may provide to assist the districts.

Future File:

- 1. Assessment of 12<sup>th</sup> grade students
- 2. Midwest Educational Leadership Conference. Carla attended and was very impressed with the speaker whose topic was mental health in the schools (Shannon Suldo). She may be a very good speaker for Institute Day. At our next lunch meeting, Carla will share some of her presentation in more detail. September.
- 3. Transportation billing

***Next Meeting: September 26, 12:00***