

Administrative Liaison Meeting
Minutes
November 17, 2014

1. 12:00 Lunch Topics:
 - a. Follow-up from Board Workshop: Speech/language eligibility and service delivery. Discussion will be continued at the next meeting. Liaisons should share the information they gathered via email. D303 handed out paper copies. At the next meeting, we will review the data and determine next steps. Most of the work will most likely involve an eligibility/exit committee. It is difficult at this time to commit staff or administrators to this additional task.
 - b. Assessment pages from ISBE are on the document library under Mid-Valley. At this time, the form needs to be printed, filled in, then scanned back into NetIEP. ISBE is supposed to have fillable forms soon. If they don't have it ready by Thanksgiving, Anne will have her secretary type up a fillable form and send it to us.
 - c. PARCC accommodations. The state forms don't match the items that are required in SIS. Communication with parents about the new testing will be at an IEP meeting. Folks are having the most difficulty with the scribing and the math translation (to Spanish) accommodation. The math calculator and math tools are for both a calculator and other types of assistive tools (harts, etc.).
 - d. EC numbers are increasing at this time in all districts.
2. News from the Districts
 - a. Part-time school psychologist needed in D101
 - b. Vocational Facilitator needed at MJC
3. Announcements/Reminders/Follow-up
 - a. Professional Development opportunities were distributed.
 - b. Northern Illinois Roundtable. No real news besides SB16 (below).
 - c. FABIP Forms Memo. Carla will write a quick memo to staff about this change and the Assessment pages.
 - d. DLM 11/13 workshop was well received despite the technical difficulties.
 - e. Feeding procedures were distributed.
 - f. Susan Hall for Institute Day. Anne will call to see if she's availability.
 - g. Jennifer will send a formula that they used in her previous district that varies the minutes by needs within the blended classroom.
 - h. ASHA CEU continuation. We dropped this continuation due to the excessive costs. We will bring it up next year.
 - i. SB16 Communication from IAASE. We briefly reviewed the Memo from IAASE regarding the impact to special education if SG 16 passes. We will share and discuss this same memo with the finance committee and the Board.

4. Upcoming events and professional development: (See Professional Development Calendar and/or MVSE website.)
 - a. 11/20 First Finance Committee Meeting
 - b. 11/24 Electronic IEP Vendors
 - c. 12/12 Psych/SW Network: Anxiety Disorders
 - d. 12/15 Liaisons
 - e. 12/18 Finance Committee
 - f. 1/13-14 CHAMPS training
 - g. 1/16 or 1/30 Transition training
 - h. 1/27 Transition Network

5. Professional Development Report
 - a. An updated calendar was distributed; many of the calendar items have already been completed for the year.
 - b. Additional autism cohort training- 2 districts have stated that they are not interested in additional follow up trainings. Lisa (101) stated that she felt the training wasn't perceived as necessary any longer, as students had changed teams; Lynn (304) stated they had the same issue. Fran shared that her teams felt that they were not getting additional "take away" information from the training and were not interested in any additional follow up. All agreed to wrap up the Cohort 1 this week with the last touch base meeting; additional follow up with 302 staff needs to take place. 301 and 303 also agreed to wrap up Cohort 1. Cohort 2 training is well underway.
 - c. CHAMPS books have been purchased and will be available. The session is nearly full. If others are interested, we may offer another session.

6. Facilitated IEP follow-up
 - a. Practice sessions have been requested, but will be very hard to schedule. Each district needs to implement their own action plan. Then, maybe follow-up in the summer.
 - b. Follow-up webinar question/answer on December 8th at 2:30 9th at 9:00 a.m.

7. February Institute Day topics: February 27.
 - a. OT/PTs: On their own.
 - b. Psychs, SW, SLPS: Social Thinking. D101 will look at a location.
 - c. Teaching Assistants: MV will be hosting Pam Leonard again. GHS?
 - d. D304 is hosting a session from Tri-Cities: Impact of Mental Health Issues in the Schools. Probably a good session for nurses as well.

8. Behavior Technical Assistant Update
 - a. Updates were shared with the number of contacts, students, time spent.
 - b. Suggested coaching only for staff who have been through behavior training and/or FABIP training. Also, the behavior specialists need to work within the context of a team.
 - c. Referral procedure is being revised and clarified to include these types of items.

9. Needs Assessment

- a. The revised needs assessment draft was distributed for comments.
- b. Timeline: Draft presented to Board in December. Out to staff in January through each of the liaisons.

10. DLM

- a. Which grades. Only 3-8 and 11. Each district needs to clarify with their high school staff.
- b. Forms are available on the document library.
- c. It was suggested that AT coordinators also participate in the training so that they know what technology the students are expected to use.
- d. KITE Client installed on computers or devices. How is it installed? We need to work with our tech departments to fulfill this requirement.
- e. Timelines. Most are trying to do the embedded sessions, but some are just trying the practice DLM items with students.
- f. Rostering students will come after they are entered into SIS which should have been last Friday.

11. Electronic IEP Discussion

- a. We reviewed the questions that Carla will convert to a scoring matrix.
- b. The agenda, timeline and process was reviewed again.

12. Referral process and paperwork

- a. Carla will finalize the forms and procedures and send them to the liaisons, as well as post them on the website.

13. Enrollment Update/Future Planning: District notification

- a. Twelve Plus description and criteria (including students who are NOT eligible) will be discussed at the next meeting.
- b. These students may benefit from semester-by-semester decisions.
- c. District 303 indicated that they are considering providing a section of a transition program for the next school year. (SAIL Program)

14. Next Steps Team. MV has a state-trained team of individuals who are able to deliver parent training for students of transition age, possibly starting as young as middle school. There are 8 sessions included in the training. At our next meeting, the team will propose a session or two for parents to try this school year.

15. Parent resources:

- a. Robert Farley: MV probably in February.
- b. D101's Resource Fair: January 22, 6:30-8:30 at Rotolo Middle School. 20 vendors and Day One Network.
- c. MV Facebook page will be ready December 1. Districts are encouraged to send items to be added.
- d. Transition Fair: BHS for high school students/college options.
- e. D304 is meeting with hospitals regarding criteria for school services.

16. ESY
 - a. ESY will be July 6-July30, M-Th, 8:00-12:00.
 - b. Location: MJC, Shelby and Munhall. This location should make it much easier on the transportation departments. We will be looking to see if there are other cost savings as well.
 - c. The only change to the referral process will be the inclusion of Form 10. And, a reminder that if there are changes to Form 10 after the March 15 referral, that we should be notified. This was the only problem with the process this year.
17. Board Meeting, December 3, 9:00. The agenda was reviewed with one addition.
18. ELL/ACCESS Assessment Discussion. Most of the time, the host staff do the ACCESS testing. Each of these students will be an individual conversation. If there is a MV student who is not identified as taking ACCESS, Melissa will notify the district to see what might be the issue. Preschool students should also be identified.
19. Moving OT/PT Equipment. A reminder that we only move large equipment once a month, the last Thursday. The moving request should be submitted on the prior Monday so we can route. Carla will remind staff again at the beginning of the year when this seems to be a larger issue.
20. Infinitic Membership Discussion. Each district will poll their AT coordinator and/or staff to see how much Infinitic is used in the districts.
21. Sexual predator training all ages, grades (Sarah Erin's law). Each district is doing something a little different and working with their curriculum departments.

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

***Next Meeting: November 24, 8:30-5:00 Electronic IEP Vendors;
Regular Administrative Liaison Meeting: December 15, 12:00-4:00***