

Administrative Liaison Meeting  
Minutes  
October 27, 2014

1. 12:00 Lunch Topics:
  - a. Residential students taking PARCC? Paper and pencil accommodation? Anne will call the state for the answer.
  - b. There was a discussion regarding building, district and national norms and discrepancy for entitlement.
  - c. IAASE Meeting/Conference Review
    - i. Darcy Kriha was excellent once again.
    - ii. EC session-only one session
    - iii. Lobbyist was hired
    - iv. Overall, not real pleased with the content and arrangements at this conference.
  - d. Susan Hall, from the 95% Group, was the presenter for administrative academy prior to the conference. We will see if she is available for the County-Wide Institute Day.
  - e. How should blended EC kids minutes be recorded? Jennifer will send a formula that they used in her previous district that varies the minutes by needs within the blended classroom.
  - f. EC student identified in July? When is the initiation date? We all seem to think that the initiation/entitlement date is the date of the meeting. The initiation date for services (page 9) is either ESY if it is in session or the beginning of school.
  - g. ASHA CEU continuation. There was a discussion about the cooperative holding the CEUs although it is relatively expensive. We all have to send SLPs to various professional development activities for them to maintain their certification (30 CEU credits within 3 years). Sometimes, these professional development opportunities can be quite costly. We will obtain more information from Lisa (who has had the CEU certification in the past) and will bring this topic to finance committee when we discuss IDEA.
  - h. DLM Notes. Carla distributed notes from Region II regarding the DLM required webinars.
2. News from the Districts
  - a. D303 looking for SWs
  - b. Rich Harvest Farms, Villas for Adults with Disabilities
3. Referral process and paperwork was reviewed.
  - a. Carla will edit the procedures we wrote in 2013 and will distribute to the administrative liaisons. It will also continue to be posted on our website. Liaisons will review the process with their staff, particularly in regards to referrals to the New Directions Program.
  - b. Students with IEPs who have committed an infraction that makes them a possible referral to Safe Schools, should be discussed with your Superintendent.

- i. Because the program is staffed by a teacher with an LBSI, students with IEPs can be served in the program. We can add SL, SW, etc. The level of service should be considered as more of a resource model. If a student has more significant needs and/or more minutes in their IEP, a placement in the New Directions program may be an option. These decisions should be discussed with your Superintendent who will decide to take the matter to the Board to consider their options.
  - ii. If a New Directions referral is an option, districts should call ahead to discuss it and see if there is availability in the program. If the referral to ND is made, there is no need for the tour, just a placement meeting. This placement meeting may be expedited and may be held at MJC because students are not allowed back on their home campus.
- 4. Follow-up from Board Workshop: Speech/language eligibility and service delivery.  
Discussion postponed until the **next meeting, districts will bring:**
  - i. **Speech-language data**
  - ii. **% total students in EC, Elem, MS and HS are speech only; Articulation only**
  - iii. **By school; ask the speech pathologists**
- 5. Announcements/Reminders/Follow-up
  - a. Professional Development opportunities were distributed.
  - b. Extra Mile was distributed.
  - c. The 504 compliance manual has been received, but we're going to postpone its review until we see what 504 capacity the electronic IEP vendors may have.
  - d. FABIP Forms are finished and are on the document library in MV. We will also place them on the website.
  - e. Jennifer will send each district a listing of those who have registered for the DLM 11/13 workshop. **Prior to the workshop, each of these individuals need to be entered into the system's educator portal.**
  - f. Feeding procedures will be sent. We have a protocol and permission for TAs to conduct tube-feeding in some of our programs, if a nurse is not available. It is not a medical procedure, so, with training, our TAs are going to do it.
- 6. New IEP Assessment Pages and Instructions from the state were distributed. Carla will email them and also place them on the document library/website. According to the webinar, no amendments to current IEPs are necessary unless the student requires different accommodations in order to take PARCC or DLM. These paper forms should be used for new IEPs this year. We will wait before asking NetIEP to add this form until we make a decision about electronic IEPs.
- 7. Electronic IEP Discussion

- a. Carla shared the detailed results from the 36 returned surveys. There was a discussion regarding the results and next steps.
  - b. Carla will contact the top three vendors for presentations on November 24. A tentative agenda would be: 8:30 Presentation A; 10:30 Presentation B; 12:00 lunch; 1:00 Presentation C. **Districts should invite their technology representative and other administrators who use the system regularly.**
  - c. Potential next steps and site visits will be planned after the presentations with a probable decision by January.
8. Enrollment Update/Future Planning
  - a. Programs: New Pathways K-1 is full. One space available in EC New Pathways. We also may need to open one more section next year, so keep in mind an elementary classroom, if available.
  - b. Vision Itinerant services will need to be increased this year.
  - c. New Pathways High School. In the 2016-17 school year, we anticipate that there will be a need for a high school New Pathways Program. 5-6 students will have this need. So, keep this in mind when planning for a year from now.
  - d. Transition services and 12+ services are going well. We anticipate this program enrollment to stay high.
9. Next Steps Team will be shared at the next meeting.
10. Parent resource fair, parent forums, topics will be shared at the next meeting.
  - a. Robert Farley
  - b. D101's Resource Fair
  - c. Facebook page
  - d. Transition Fair
  - e. Other?
11. Upcoming events and professional development: (See Professional Development Calendar and/or MVSE website.)
  - a. 10/27-28 Facilitated IEP training,
  - b. 10/28 Progress Monitoring (session 2)
  - c. 10/31 Progress Monitoring/SEL Goals (Psych/SWs). Next year, need to merge this one with basic progress monitoring and send teams.
  - d. 11/5 Autism Cohort
  - e. 11/13 DLM Training
  - f. 11/17 Liaison Meeting
  - g. 11/20 First Finance Committee Meeting**
  - h. 11/24 Electronic IEP Vendors**
12. ESY: Next meeting.
  - a. Feedback/Timelines
  - b. Location
13. Netchemia

- a. Change in translation capabilities: To be discussed at the next meeting.
  - b. FABIP forms: available on the website and document library.
  - c. FABIP additional copies are also available. To be shared at the next meeting.
- 14. Board Meeting, November 5, 9:00: The agenda was reviewed without changes.
- 15. ELL/ACCESS Assessment Discussion: Next meeting.
- 16. Moving OT/PT Equipment: Next meeting.
- 17. Professional Development Report
  - a. Jennifer shared the upcoming sessions.
  - b. CPI
    - i. Initial hours: 8 hours of contact time is required
    - ii. De-escalation, personal safety is one day
    - iii. Timing of recertification is dependent on individual district/cooperative procedures
- 18. Behavior Technical Assistant Update
  - a. It appears that a number of students (8) have been referred to technical assistance services when the team is out of options and not willing or able to implement comprehensive recommendations.
  - b. The model needs to go back to the original model of training and coaching. This issue will be discussed again at the next meeting.
  - c. CHAMPS (classroom management training will begin on January 13 and 14. This training can be followed by coaching. It is recommended for classroom teachers who have issues in Domain II and for the self-contained programs where the behavior technical assistants are being asked to do program consultations.
  - d. Jennifer and Tracy have been trying to collect data to share with the administrative liaisons regarding referrals. These data will be shared and discussed at our next meeting.
- 19. February Institute Day topics: February 27. **Districts liaisons should ask their staff for relevant topics for us to coordinate events for this day.** Next meeting.
  - a. SLPS
  - b. OT/PTs
  - c. SWs
  - d. Psychs
  - e. Teaching Assistants: MV will be hosting Pam Leonard again.
  - f. Others? Nurses?
- 20. Infinitac Membership Discussion: Next meeting.
- 21. Sexual predator training all ages, grades (Sarah Erin's law): Next meeting.

Future File:

1. Reevaluation Procedures
2. Diabetes/Health Care Plans
- 3. Eligibility Pages: SLP**
4. Assessment of 12<sup>th</sup> grade students
5. Amendments, when are they appropriate?
6. Use of proportionate share
7. What's special about special education?
8. What's co-teaching?
9. 504 for vision students

***Next Meeting: November 17, 12:00-4:00; November 24, 8:30-3:00***  
***Electronic IEP Vendors (Tentative)***