

Administrative Liaison Meeting  
Minutes  
May 19, 2014

1. Lunch Topic:
  - a. Homeless discussion morphed into a discussion of homebound, home/hospital services.
  - b. IAA discussion
    - i. What is the IAA for next year? We think it is DLM.
    - ii. What are the specific qualifications for IAA? Same as IAA, but with the name changed. Information is on isbe website.
    - iii. How will the district determine who qualifies for the IAA? Same as before.
    - iv. What will be used for the district assessment in the fall? It seems that the DLM is actually designed as a progress monitoring/instructional resource and, in that way, may be helpful to staff. There is good information to share with staff on the website about it. However, there is very little information about how it is supposed to be used as a “single point in time” instrument, such as the IAA.
    - v. When will we have all of this information? We are hoping that more information will be available at the Director’s conference in August. Mid-Valley has some scheduled trainings starting the fall for MV staff. Because we have hosted the IAA trainings previously, we would be happy to open this up to district staff as well.
    - vi. How and when will these changes be communicated to parents? As soon as we know!
    - vii. How will we prepare our Special Education students to utilize the technology for the PARCC assessment? Each district will be handling this issue separately. In order to use an accommodation, students should be using it on a regular basis, not just for the testing.
    - viii. Exclusions to the high stakes testing are really only allowed if there are legitimate and extreme medical reasons. There is some confusion about whether or not students in private placements will be required to take these assessments because of the technology issues.
  - c. Early Childhood Updates
    - i. Erin’s law, using Second Steps, pre-K; all kinds of safety issues are in that program. Each district is using something different through their social workers.
    - ii. D101 just filled the ELL/Sped position; D304 has one as well
    - iii. The ELL guidelines have changed slightly so that it is a little easier to find staff in this area. But, it is recommended that all pre-K teachers take the ESL courses. Lisa will share information about upcoming classes that are being held in Batavia at HC Storm School.

- iv. What screening instrument is everyone using? DIAL in 301, 302. D304 is using Ages and Stages + play-based.
  - d. Student growth discussion will be discussed at a later date.
2. News from the Districts
- a. Posted Sarah's position, not interviewing yet
  - b. 301 needs a SW
  - c. 303 and 304 need psychologists
  - d. 101 needs a teacher for SEAL and SW
  - e. 304 needs a .5 prevention coordinator and a SW
  - f. 303 needs 2 OTs and a SW
  - g. MV has found one behavior technical assistant; looking for MJC principal; .5 SW; .5 behavior specialist; 1 SLP; 1 ABLE teacher; 1 case management teacher; 1 teacher at WCC; 1 autism teacher. Lots of recent changes.
  - h. Barb Beasley has surgery on Thursday, 10 hours. So far, pretty successful, but still pretty difficult.
3. Announcements/Reminders/Follow-up
- a. Facilitated IEP training update. All set to go!
  - b. Professional Development activities were distributed.
  - c. News from the Roundtables, IAASE were shared.
  - d. IDEA grant amendment deadlines **May 23 for any amendments for this fiscal year. New grant by June 20.****
4. Additions to the Agenda
- a. Course codes: Serving schools can enter course codes. We will discuss these changes next year. For right now, the home districts will enter information that MV sends on its spreadsheets.
  - b. D304 is tweaking all the special education rubrics. If you have examples, send to Lynn. There was consensus from all the districts and MV that the teaching rubric didn't really need lots of changes for special education teachers.
5. Upcoming events
- a. 5/23 SAIL Graduation Breakfast
  - b. **5/30 Secretary Luncheon**
  - c. **5/30 ESY Equipment Moves forms due**
  - d. 6/4 New Directions/Safe Schools Graduation
  - e. 6/12 Administrator Academy, Avoiding Due Process
  - f. 6/16-19 Facilitated IEPs
  - ~~g. 6/23 Admin Liaisons~~ **Cancelled.**
  - h. 7/8-7/31 ESY
  - i. **7/14 12:00 Administrative Liaison Meeting**
  - j. **End of year gathering at Carla's: June 11, 4:00**
  - k. **CPI Training?**
  - l. **New Staff IEP training: August 13, 8:00-3:00**

6. Projections and Enrollment Discussion, 2014-15
  - a. Final class lists will be sent this week. We will need confirmations on all students for the final budget.
  - b. SAIL Case Management. The numbers continue to increase with 23-30 students currently referred. Updated the group on the availability of space. So far, the only confirmed space is the St. Charles Library and that is week to week.
  - c. There is concern with the WCC space, especially since there are enough students for 2 sections. Carla and Tim are meeting with them this week.
7. Board Meeting, June 4, 9:00. Reviewed without changes.
8. ESY
  - a. Class lists were distributed. The enrollment is up slightly from last year. Please review to confirm students from your district referrals. Also, these students should be entered into IEPPoint so that the district can claim them. They must be entered by no later than June 30.
  - b. 1:1 lists were also distributed. **If you find that necessary changes to the lists, please email Carla as soon as possible.**
  - c. Related services discrepancies have been found on the IEP (Form 10) and what is written on the referral form. It was suggested that next year, we eliminate the related services boxes on the referral form and only have staff send Form 10.
9. Netchemia.
  - a. Student Uploading. Start as soon as you can...finalize your lists in June, then notify technology to get in touch with Netchemia. Keep track of a few test students to check the uploads.
  - b. Printing in Chrome book. The solution? Use explorer if it is a problem.
  - c. Deactivating students? Staff? We decided that no changes need to be made at this time.
  - d. Customer portal. There is a place on the administration screen where you can go to check to see what kinds of issues your staff are submitting. Sometimes it indicates that staff may need more training. Use your email as a sign-in and ask for the password. If you are having problems viewing this screen, contact Carla. She has provided Netchemia with an updated administration list.
  - e. Test Students. MV will be creating example test students for each of the programs to prepare for New Staff training. If you would like, we can also add a resource type of student as well. We will let you know when these are completed. You may add them to new staff's caseload in the system for their reference.
10. Billing for Fox Valley Career Center
  - a. There was a discussion of tuition payments for FVCC if they are also enrolled in a MV program. More information will be gathered for future meetings.
11. OT-PT

- a. Update the email lists so we can communicate directly with instructions and requests to return items. Please send updated names to Linda.**
12. New requirement, warning signs of mental illness: Plans for implementation. Next meeting.
13. Another new requirement: Sexual predator training all ages, grades (Sarah Erin's law)  
This topic was moved to moved to psych/SW network.
14. Just one more new requirement: Indicator 13 checklist, Data Verification Rubric.  
Reviewed and viewed the isbe website.

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
10. **Course codes**

***Next Meeting: July 14, 12:00-4:00 No June meeting!***