

Administrative Liaison Meeting  
Minutes  
July 23, 2013  
**(Follow-up items are in bold.)**  
**Revised 7-31-13**

1. News from the Districts
  - a. D301 and 304 have assigned OT/PTs through NIA. D303 and D101 are still working on filling their vacancies. There are still a few openings.
  - b. D304 is looking for a department chair at GHS.
  
2. Announcements/Reminders
  - a. Professional Development opportunities were distributed with a brief discussion of the USDOE meeting facilitation through CADRE (Consortium for Alternative Dispute Resolution in Special Education).
  - b. Extra mile was distributed.
  - c. Director's conference: includes W this year, August 7-9. The following folks will be going: Sarah, Ann, Lynn Reilly, Carla. Not sure about D303 folks. Fran and Lisa Palese are not. Not sure about the MV coordinators. Carla will distribute a list of everyone's cell numbers before the conference so we can find each other at the meals.
  - d. Fall IAASE Sept. 26-27
  - e. 50<sup>th</sup> Anniversary, September 12: 3:30-5:30. Come celebrate with us!
  - f. New Staff Training, August 14<sup>th</sup>. Case Manager responsibilities were reviewed. If there are any huge differences in the districts, please let us know. We are working on an agenda/guidelines for parent planning meetings as well that we will share prior to the training. **If you will be sending staff, please forward those names to [Bonnie.Carlson@d303.org](mailto:Bonnie.Carlson@d303.org), so we can have enough computers and handouts. New administrators are welcome as well. In addition, prior to coming to the training, new staff should be entered into Netchemia with their access and/or caseload determined, so they can find their students.** Carla will write a memo about loading new staff and caseload.
  - g. CPI? **If you have staff who need training this summer, please contact [Natalie.assell@d303.org](mailto:Natalie.assell@d303.org). We usually assist each other with staff who have missed district or cooperative mass trainings.**
  - h. Strands of Programming were distributed.
  - i. Staffing/Program hours were distributed.
  - j. Testing Coordinators meeting date. These meetings have been very productive and helpful to all of us. **A tentative date of September 13 at 9:00 was set. Administrative liaisons are welcome to attend, but must also invite the district testing coordinators. Melissa will also invite them.**
  - k. Mvse.org website for district staff
  - l. Staff list, email, contacts was circulated for confirmation and cell numbers.
  - m. Dynamic Learning Maps, IAA was discussed briefly. There is a session on this change at the Director's conference.
  - n. Educator Licensure information was distributed.

- o. Interpreter requirements were distributed.
  - p. Board Book for Administrative Liaison meetings. The group decided that it would be great to have Board Book for these meetings. The handouts would not be open to the public.
  - q. Attendance calendar changes. In the past, MV adjusted the attendance calendars for district students to match the home district, rather than the serving district. For example, if a student attended New Directions (D303 calendar) and was a student from Batavia, the student's attendance was adjusted to the D101 calendar. We're not sure that it represented accurate data. So, from now on, we will report attendance for MV students based on the calendar of the serving district. The adjustments will be made by the district registrars. Bonnie will be communicating with her contacts.
  - r. The recent memo from ISBE regarding students who move in and out of districts was distributed.
3. Class list/student confirmations will be coming to the district representatives around August 7, after the coordinators return.
4. IDEA
- a. Stand-alone benefit costs are not allowed in IDEA grants. You can include salaries and benefits in the grants or in local funds. They have to match. You can no longer have salaries in local funds and benefits in the grant. We have submitted the grants as is because of the rushed deadlines. We have not been approved yet, but expect that it will be returned for minor changes.
  - b. Amendment dates. **We determined that if there are going to be any amendments, they should be sent to Carla by July 31.**
  - c. Audit preparation. We have been notified that we may have an IDEA audit this year due to MOE and Early Intervening funding. We have been advised to keep all documentation.
5. OT/PT
- a. Assignments were distributed with the offer to assist and/or clarify as necessary. Linda will be available to help in any way.
  - b. The team leaders are working to find the working files and scripts. They will be coming around to every building.
  - c. In the same manner, they will be coming around to inventory the OT/PT equipment and figure out a check-out system for those items in storage.
  - d. We will be bringing up moving of equipment from storage to the board to determine the best plan.
  - e. Administrative tasks. It appears that most of the administrative tasks will be covered either by NIA or the districts. MV will assist with professional development and equipment at this time.
  - f. Additional administrative tasks: Entering OT/PTs into MyService Tracker and entering their caseloads. **The districts will need to take on this responsibility.**
  - g. MV will host the mandatory MyService Tracker training for new staff only on September 17 and 18, from 3:30-4:30. Carla will check with Steve Karuna. We

will forward the sign-ins to each district for staff compensation. **Each district will schedule their own refresher trainings with Steve.**

6. Plans for the 2013-14 year
  - a. The Professional Development Plan was shared.
  - b. SW services will focus on family outreach and behavior plans.
  - c. HS Transition Networks were discussed as a way to stay ahead of the issues in transition for the high schools. **We will make a final decision about this option at the next meeting.** Possible topics:
    - Assessments
    - Requirements
    - Materials/Instruction
    - Measured outcomes
    - IEP compliance
    - Self-assessments
    - Study other models
    - Visit demonstration sites
    - Partner with outside agencies
    - Other ideas?
  - d. Fall meetings with special education departments and/or administrative teams were discussed. **Each district will let us know if you would like representatives of the cooperative to come to a meeting to discuss the following items:**
    - Cooperative programs
    - Parent registration
    - Health forms/Nurse procedures
    - Free and Reduced Lunch procedures
    - Referral Process
    - ESY Process
    - Other items? Possible principals' forums?
  - e. Principals' Network/Monthly Breakfasts were discussed as a support for districts. **A final decision will be made at the next meeting.**
  - f. Open Houses in the fall are to be determined.
7. Netchemia discussion
  - a. **\*\*Tech Person and Netchemia Rollover\*\*.** **Each district's tech person should make contact with Netchemia to make sure that the rollover has happened. A good check is to see if a student's grade has changed to the grade he/she should be this year. If there are move-in students from member districts, not only does that student need to be added in the SIS system, but the district where he/she left must DEACTIVATE that student in order for him to be seen in the new district.**
  - b. New goal form; all districts. Will keep the update on goals form one more year.
  - c. Multiple meeting records. Will arrange for them to lock just like the FA/BIPs.

- d. Locking FA/BIPs. Carla will write a memo for the beginning of the school year with these reminders, including d below.
  - e. Transition only meetings/changing all the dates on the original IEP, use the Parent/Guardian Meeting sign-in
  - f. Evaluation sign-in form, difficulties with changing the demographic dates. Carla will contact Netchemia regarding this concern.
8. Board Meeting, August 7. Board agenda was reviewed without changes. **Administrative liaisons are expected to be at the Board meetings and are expected to review any important items from the administrative liaison meetings with their respective board member prior to the MV board meeting.**
9. Confirm next year's meeting dates: 7/22, 8/26, 9/23, 10/28, 11/18, 12/16, 1/27, 2/24, 3/24, Board meeting 3/26, 4/28, 5/19, 6/23. Book 'em!
10. Board meeting dates: All at 9:00 at the Admin Center: 8/7, 9/4 (workshop), 10/2, 11/6, 12/4, 1/8, 2/5, 3/5, 3/26 (workshop-Board only), 5/7, 6/4. **As a part of the September workshop, we will have an opportunity to hear what plans are being made in each district to serve students with disabilities.** Considerations will be made for support for these efforts from the cooperative.

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

***Next Meeting: Monday, August 26, 1:00***