

Administrative Liaison Meeting
Minutes
June 17, 2013

1. News from the Districts
 - a. New director in D304: Anne Giarante
 - b. Still looking for a director in D101
 - c. Hope Fran is better and is still able to take her fabulous trip!

2. OT/PT
 - a. Consultation definition was distributed to be used with new hires and new services.
 - b. Evaluation instrument will be refined in the summer and will be sent to the liaisons to use in the upcoming school year.
 - c. The FTE assignments were based on an estimated 1300 mpw for OTs and 1200 mpw for PTs.
 - d. Administrative tasks were reviewed and discussed. Final decisions should be to Carla by no later than July 22nd. Emailed decisions are fine as well. Linda will provide final projections to you by late July and is happy to meet with anyone to determine staffing assignments.

Evaluation, new staff training, technical assistance are not supports that MV should be providing. We are in some agreement that there should be a central management of certain testing materials and equipment. There may be a role for MV regarding attendance at network meetings, organizing professional development and/or technical assistance to the liaisons. Each district will review whether data collection will be a service for MV or the districts.
 - e. Network meeting information was presented.
 - f. Changes to the OT/PT Practice Act were shared.
 - g. D301 and D304 will be using NIA for services next year.

3. Announcements/Reminders
 - a. Professional Development opportunities were distributed.
 - b. Paperwork reminders. We need health plans, the most recent evaluations, and discipline records on all new referrals.
 - c. Extra mile was distributed.
 - d. IAASE Board Meeting notes were distributed. Students with milder disabilities will be allowed to access DHS services.
 - e. Director's conference: includes W this year, August 7-9.
 - f. Fall IAASE Sept. 26-27
 - g. Board meeting cancelled for July, will meet on June 27, 9:00.
 - h. Reminder for new directors to be entered into IWAS. Handout was distributed.
 - i. ISBE grant writing training information was distributed.
 - j. Waubensee Career Awareness and Business Expo save the date.
 - k. Open positions: D304 SLP, Sped Ed teacher MS or HS; SW HS and Elem; D101 .5 psychologist; D303-2 Elem SW, psych; still looking for a behavioral technical assistant.

1. IDEA deadlines. Nothing has been released from the state at this time. Carla will monitor the status and let you know as soon as the application becomes available. In the meantime, districts are encouraged to create spreadsheets with the budget requirements so that they can be entered when the application is available.

4. Plans for next year
 - a. SW services; the focus will be outreach to families and individual problem-solving/consultation to teams.
 - b. HS Transition Networks. This is going to be a big issue in the future. We would like to get ahead of it and convene quarterly informal transition meetings.
 - c. Fall meetings with special education departments. Since the cooperative has changed its program names, referral forms, website, etc., over the last three years, it was suggested that cooperative staff attend a fall department meeting to explain the changes, show the website and provide staff with new program brochures.
 - d. Fall meetings with administration regarding OT/PT services. The major issue to discuss with the general education principals is the cooperation that is required in order to have the OTs successfully group their students. We can come to meetings or the administrative liaisons would need to make this recommendation while the schedules are being set in the fall.
 - e. Open Houses for various programs will be held in the fall. It has been great to welcome case managers, social workers, psychologists, department chairs, and general administrators to these events.

5. Netchemia discussion
 - a. New goal form; all districts. Will keep the update on goals form one more year.
 - b. Multiple meeting records. Will arrange for them to lock just like the FA/BIPs.
 - c. Locking FA/BIPs. Carla will write a memo for the beginning of the school year with these reminders, including d below.
 - d. Transition only meetings/changing all the dates on the original IEP, use the Parent/Guardian Meeting sign-in
 - e. Evaluation sign-in form, difficulties with changing the demographic dates. Carla will contact Netchemia regarding this concern.

6. Board Meeting, June 27. Items were reviewed without changes.

7. Confirm next year's meeting dates: 7/22, 8/26, 9/23, 10/28, 11/18 ~~or 25~~, 12/16, 1/27, 2/24, 3/24, Board meeting 3/26, 4/28, 5/19, 6/23. Book 'em!

8. Possible brief interview of Technical Assistant...Not hired yet. Looking to possibly share a part-time psychology position with this position.

Future File:

1. Reevaluation Procedures
2. Diabetes/Health Care Plans

3. Eligibility Pages: SLP
4. Assessment of 12th grade students

Next Meeting: Monday, July 22, 1:00