

Administrative Liaison Meeting
Minutes
April 28, 2014

1. Lunch Topic:
 - a. Homeless discussion: Next meeting
 - b. Early Childhood
 - i. Outcomes form under special education programs/outcomes system. Are we all using the same form? What form would you like us to use for our ECE reporting to the districts. Everyone is using the forms from the state and completing them annually.
 - ii. Which assessments are used and required? CCgold assessments in D304, D301 and D302. Have to use one from the list and then can use supplemental. If using work sampling, must follow the guidelines for work sampling.
 - iii. "SL only" is going away next year, have to use one of the assessments on the bottom. SL only in D301 will be using Ages and Stages.
 - iv. In ECE will need to start serving ELL, needs to be dually certified. The parent waiver is still available.
 - v. Danielson framework discussion and its relationship with EC. ISU has a grant to rewrite them.
 - vi. It would be good to have a representative report from the EC network on a monthly basis. Stephanie and Sarah gave us their updates.
 - c. What are you doing for student growth measurement for special education staff?
 - i. Carla showed the ppt from their staff work and will send to the liaisons. This also should probably be a standing item for updates and discussion.
2. News from the Districts
 - a. D304 looking for school psychs (3)
 - b. D101 looking for one school psych
 - c. D101 looking for social workers
 - d. D302 needs .5 OT
 - e. D303 is hiring 4 OTs
 - f. MV will need a behavior technical assistant to replace Natalie; 2 SLPs; a vision teacher; a 12+ teacher/voc specialist; a multi teacher; and probably a New Pathways teacher.
3. Announcements/Reminders/Follow-up
 - a. Facilitated IEP training update. We will need to hear from each of the districts regarding which session they prefer. Carla passed around the registration.
 - b. Professional Development opportunities were distributed. MV has signed up for the CEC webinar on sexuality and cognitive disabilities. **District staff are welcome to attend as well.** Also mentioned was the presentation by Dough Fuchs at the ICEC Conference in November.
 - c. Transition Network update: 15-18 participants; CareerScope information is going out to the members; committee starting to plan the transition fair on a school day,

perhaps on a day when students are in attendance. Interested in continuing to share resources.

- d. Administrator Academy June 12, ROE . Carla will send it out again. Enrollment is low, so the ROE is not interested in hosting another summer session.
 - e. News from the IAASE board meeting (Laurel): Highlights:
 - i. New funding formula and the impact on special education
 - ii. Reimbursement for residential is still going to be much lower, but no final decisions are made yet
 - iii. Sept 24-26 IAASE in the fall
 - iv. Mary O'Brien is also in charge of the IAA committee; Missy Taylor is trying to have IAASE back on the committee as well
 - v. PARCC, ACT at 11th grade instead?
 - vi. Pension reform; IAASE can help fund the defense fund with other organizations, IASA, IPA, IASBO, etc.
 - vii. Timely and meaningful all still due by June 15
 - viii. August 6-8 Directors conference
 - ix. Legislative committee is working toward having psychologists be able to be principals
 - x. An assistant principal in DuPage was convicted for not reporting in a timely manner; call and report, then do internal investigation later.
 - f. IDEA grant amendment deadlines: **Expenditure reports and then deadline May 30 for any amendments.**
 - g. Extra Mile was distributed.
4. Upcoming events
- a. **5/1 ESY Parent Packets Due**
 - b. 5/5 End of Year Celebration
 - c. 5/8 Young Athletes
 - d. 5/23 SAIL Graduation Breakfast
 - e. **5/30 ESY Equipment Moves forms due**
 - f. 6/4 New Directions/Safe Schools Graduation
 - g. 6/12 Administrator Academy, Avoiding Due Process
 - h. 6/16-19 Facilitated IEPs
 - i. 7/8-7/31 ESY
 - j. **End of year gathering at Carla's: June 11, 4:00**
5. Projections and Enrollment Discussion, 2014-15
- a. Confirmed and projected information was shared.
 - b. New Directions; projected enrollments has made the elementary program, especially K-3 closed for future referrals for next year. As a result, there was a discussion, but no decision about opening CLASS primary again.
 - c. ELS. No new section.
 - d. ABLE. Three sections, one new student.
 - e. New Pathways. One new section is already in the budget. No new section. Starting the program with 8 students in most classrooms. Staff have been selected. Meet with staff at WA soon.

- f. SAIL. Need a new section at WCC.
 - g. SAIL Case Management. There are 16 confirmed SAIL students and 4 tentative for this program. The 4 students from New Directions will continue with the current staff in the New Directions Program. We will be splitting the group by ECC and WCC. The St. Charles Library will be the group location for the ECC group. Posted staffing; waiting on SW recommendation.
6. 2014-15 Professional Development Plan
- a. Natalie presented the professional development plan for the upcoming school year. All items looked fine. More details to come as speakers are lined up.
7. Board Meeting, May 7, 9:00; Reviewed the agenda without changes.
8. ESY
- a. Job Coaches. If they are needed, contact Carla with the number of days/hours.
 - b. Principal meeting, April 30 at AGS.
 - c. Moving equipment, materials. **Please make sure that OT/PTs and other staff clearly label items they want to be used for ESY. Send the equipment request form to Bonnie by no later than May 30 so the routing can be determined. Make sure staff have indicated where to return the equipment/materials at the end of ESY as well. All forms are on the website.**
 - d. OT/PT ESY: There is an additional ESY form for OT/PT staff members to indicate further information about referred students. These forms should also be sent to Bonnie, if they are used.
9. Netchemia.
- a. There was a discussion about D303 using a different IEP system next year. Carla will note it for discussion at the fall Board workshop.
 - b. All other items below, next meeting
 - c. Printing in Chrome book
 - d. Deactivating students
 - e. Customer portal
 - f. Test Students
10. FABIP Committee Report
- a. Content review: The information looked accurate and complete.
 - b. Competing pathways as the format in the IEP? Everyone agreed that it makes sense to organize information in this manner and is good for staff. Carla will check to see if the format is possible with Netchemia. Otherwise, an alternate will be suggested and the pathways form can be attached as a document and used as a worksheet.
 - c. Suggested training through existing committee members or through the cooperative? Originally, the intent of the committee was to also provide the training. In the fall, we will convene a “trainer of trainers” session for district representatives.

- d. Proposed dates in the professional development plan for FABIP are technically for the MV staff.
11. 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 the next meeting.
12. OT-PT
- a. Equipment repairs should be the responsibility of the district in which the equipment is used. It just makes sense that the OT/PT working with the student contacts the vendors, etc. Districts should include a little repair fund in their budget.
 - b. Group Inventory: **Return any big ticket items that are not being used by May 30 using the labels provided on the website.**
 - c. Maintain your own internal inventory. We will not be updating the original inventory that was conducted last summer.
 - d. **Update the email lists so we can communicate directly with instructions and requests to return items. Please send updated names to Linda.**
 - e. Student files: After this year, it doesn't seem necessary to keep any of the OT/PT working files. We agreed that they should be shredded.
 - f. Ordering. MV will be ordering protocols, some shared professional library materials, and materials to serve students in the MV programs. All other supplies should be in local district budgets.
13. Summer Evaluations: If you need cooperative staff to assist with the completion of summer evaluations, please let Carla know as soon as possible. All districts will need to hire their own OT/PTs for their ECE ESY programs this year.
14. New requirement, warning signs of mental illness: Plans for implementation. Next meeting.
15. Another new requirement: Sexual predator training all ages, grades (Sarah Erin's law). Next meeting.
16. Just one more new requirement: Indicator 13 checklist, Data Verification Rubric. Next meeting.

Future File:

1. Reevaluation Procedures
2. Diabetes/Health Care Plans
3. Eligibility Pages: SLP
4. Assessment of 12th 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: May 19, 12:00-3:30