

Facilitator Checklist
(NOT SURE WHERE THE MEDIATION CHECKLIST IS, BUT A NOTE SAYS THAT IT IS IDENTICAL TO THIS ONE)

- _____ Contact parties within 3 business days of receiving assignment.
- _____ Receive Due Process information and contact sheet.
- _____ Consider, once again, if there is a conflict in conducting the facilitation.
- _____ Work with SERC to schedule the mediation in a timely manner (asap, but no later than two weeks).
- _____ Conduct pre-facilitation interviews.
 - _____ parent _____ school (special ed director) _____ SERC
- _____ Conduct the facilitation at agreed time and place.
 - _____ Agreement on the confidential nature of the session.
 - _____ If resolution on any issue, draft resolution agreement to that issue. Notify SERC **immediately** of any remaining issues that will proceed to hearing.
 - _____ Destroy personal notes, etc. of all parties.
 - _____ Distribute evaluations to the parties. Try to collect to ensure they are filled out.
 - _____ Return facilitator evaluation to SERC along with any copy of a resolution agreement.

Process Billing – You will be paid two separate payments: one for professional fees and one for travel. OSU processes these payments in two separate ways:

_____ **Professional Fee.** Submit an invoice showing time of work performed. Fee is \$125.00 per hour not to exceed \$500.00 for each facilitation conducted. Invoice must include FEI, social security number or account number. Sign the invoice. Send to SERC for processing.

_____ **Travel.** Travel will be calculated at state rate using DOT mileage from departure to arrival location and back. If you pay any tolls, please submit toll receipts. If you are willing to delay processing, you may submit a Pikepass bill as evidence of payment of the toll. Submitting a Pikepass bill will cause a delay in processing the reimbursement until you receive the bill.

The reimbursement process takes 4-6 weeks – so please timely submit your paperwork!