CADRE Open Forum: COVID-19 and State Facilitation Programs

Facilitated by:
Cassie Velasquez, M.Ed. &
Robin O'Shea, M.A.T.,
Key2ED

April 16, 2020

CADRE
the center for appropriate dispute resolution in special education

Technical Notes

- This is an open conversation for SEA facilitators and those overseeing state IEP facilitation programs. Your participation is welcomed and appreciated.

- A copy of the PowerPoint is available in the handouts section of your control panel.

- Your lines are currently muted. Utilize the *Hand Raise* feature in your control panel if you would like to be recognized to speak.

- You may also enter questions into the *Questions* box. The questions will be monitored throughout the presentation.

- This forum is being recorded and will be posted. Please utilize the *Questions* box if you want to have your question be anonymous.

- Thank you in advance, for taking the time to respond to the brief survey at the end of this forum

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Disclaimer

The information shared in this forum is not intended to serve as, nor should it replace, legal advice.

Opinions expressed by today's presenters are not represented to be an official or unofficial interpretation of legal guidance from the U.S. Department of Education or CADRE. The services of a duly-licensed attorney in your state should be sought in responding to individual situations with legal implications.

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Q & A: State IEP Facilitation During Pandemic

April 16, 2020

Logistics

- Virtual format
- Waiting room options

GREETINGS

HI

WELCOME

HELLO

HOWDY

GLAD YOU'RE HERE

- **Set the audio settings for your speakers, microphone or headset.**
  - *Click on "Tools" and then hover your mouse arrow over "Audio." From the list that appears, click on "Audio Setup Wizard" and follow directions.*
  - *Familiarize yourselves with the chat box, microphone button (lower left hand corner), using the emoticons, and raising your hand.*

While we wait for others to join the session…

Zoom Example
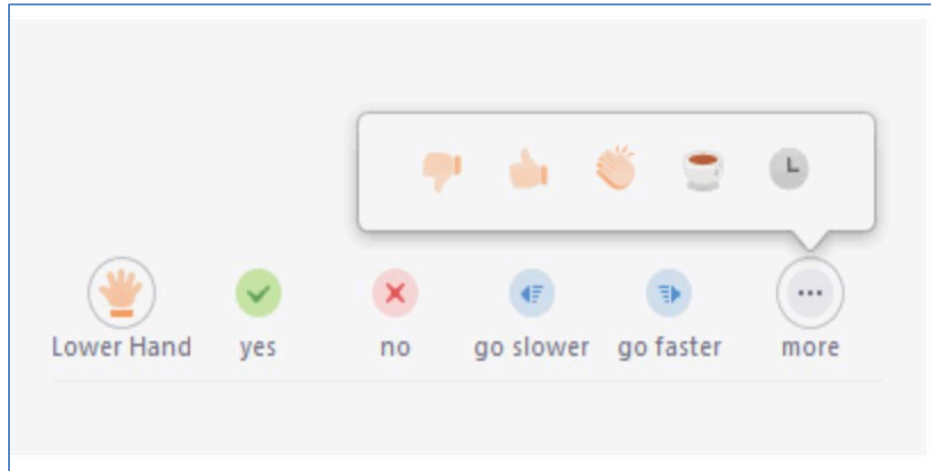
Webex Example
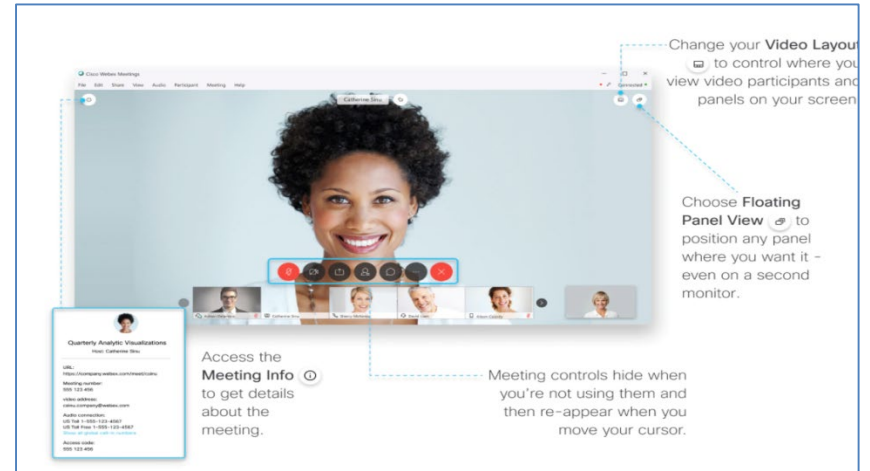
Setting up

1. Procedures that lead to a successful meeting
    – *Info exchange*
    – *Document exchange*
    – *Roles*

Setting up (2)

2. Changes to the group norms
   - *Communicate clearly*
   - *Respect*
   - *Share*
   - *Questions / clarification*
   - *Open to ideas*
   - *Honor time*

Setting up (3)

3. Different agenda for virtual meetings
   - *Welcome*
   - *Present levels*
   - *Goals*
   - *Services*
   - *Ending*

Setting up (4)

4. To record or not

Conducting the meeting

1. Virtual collaboration techniques
2. Gauging agreement / consensus

Conducting the meeting, cont.

3. Handling disruptions / interruptions
4. Staying on track

Follow through

1. Debriefing
2. Handling group memory
3. Signatures on a virtual meeting

Key2Ed, Inc.

Key2Ed is the authority on IEP Facilitation

Please go to our website at

http://www.key2ed.com

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Questions

Cassie Velasquez, M.Ed.

Managing Partner
cassiev@key2ed.com
(602) 430-8482

Robin O'Shea, M.A.T.

Managing Partner
robino@key2ed.com
(480) 209-3144

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Thank you for joining us!

Please take a few minutes to respond to this brief survey about your experience:

[Survey Monkey link:](https://www.surveymonkey.com/r/key2edSFP)
https://www.surveymonkey.com/r/key2edSFP

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