THE IDEAL IEP COMMITTEE MEETING
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I. Four Key Challenges at Every Meeting
A. assure that members accomplish the goals of the particular ARD meeting
B. budget the available time so as to maintain progress towards goals
C. defuse intensity of emotion which might interfere with goal achievement
D. safeguard a collaborative decision-making process

II. Characteristics of the Ideal ARD Committee Meeting
A. pre-conferencing occurs to assure adequate preparation by all participants
B. pre-conferencing with parents occurs when difficult issues are anticipated
C. evaluation results are reviewed in advance, especially if they contain bad news
D. child care has been arranged in advance
E. chairperson meets informally with parents before the formal meeting begins
   (to welcome, answer questions, cover procedural safeguards, etc.)
F. all participants are introduced to each other
G. a written agenda is visible to all and supported by an invitation to make
   additions and to agree whether this is a reasonable plan for the day
H. round table seating in a comfortable setting, free from noise and distractions
I. refreshments are provided to promote comfort and a welcoming atmosphere
J. each member is time conscious
K. chairperson budgets the available time and politely redirects participants who
   wander
L. guidelines (rules) are agreed (re. civility, interrupting, leaving, phones, etc.)
M. an atmosphere of mutual respect exists
N. participants share in and contribute to a common purpose: serving the child
O. breaks are taken as needed, every hour or so
P. the meeting has a clear purpose, and roles and responsibilities are clear for
   tasks occurring before, during, and after the meeting
Q. the outcome of the meeting is restated at the end for clarity and any necessary
   correction
R. a written “parking lot” is established for issues to be addressed at a later date
   (rather than letting them get lost)
S. an “open door” exists for airing and sharing between meetings
T. a brief assessment (verbal and/or written) is done regarding how the meeting
   went and how future meetings might be improved
U. the meeting ends on a positive note, and participants are thanked for their time
   and contributions

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