

IEP Meeting Essentials!



**Running meetings is not for the
faint of heart...**

ME A 1.1

ME A 1.3

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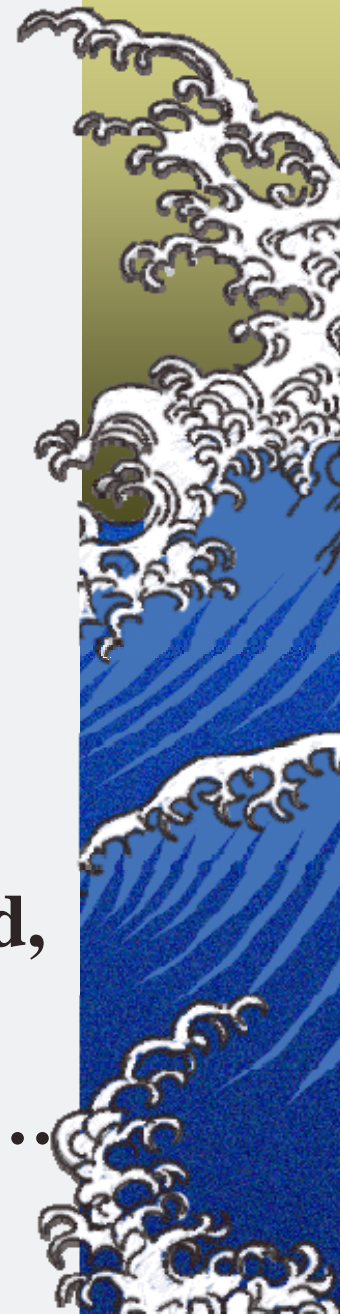
IEP Meeting Essentials!

Think of it as a fine adventure to an unknown land with you leading the way.

*the goal is
a safe
journey...*



**The sturdier and more visible the boat you build,
the safer the trip will be
and the greater the odds of a successful landing...**



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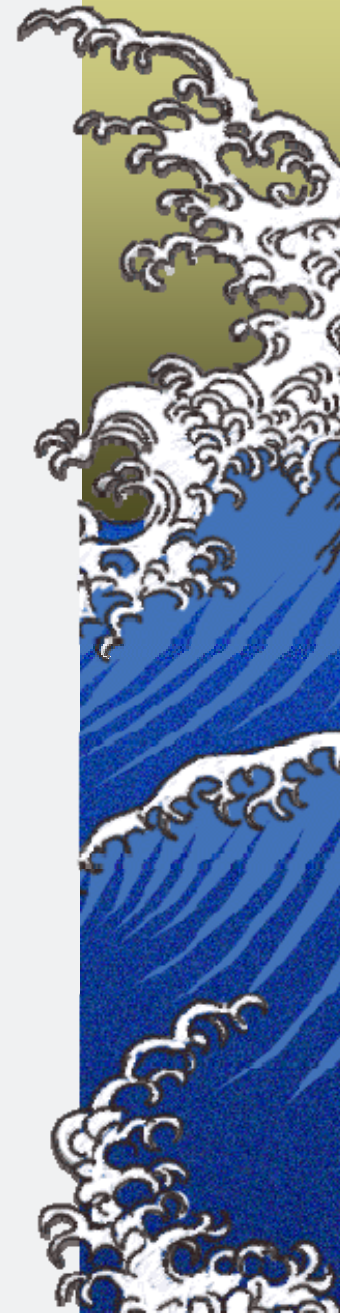
As you make your crossing keep everything open and visible. No hidden agendas. No manipulation of others. We all work together, under your leadership, to navigate safely.

*the goal is
a safe
journey...*

NEGOTIATION puts
things on the table

MANIPULATION
keeps things off the table
and hidden from others*

*Dick Sullivan, Ph.D.



IEP Meeting Essentials!

*Identify and use all the help
you can...*

- ▶ *Be **PURPOSEFUL***
- ▶ *Make a **PLAN***
- ▶ *Care for your **PARTICIPANTS***
- ▶ *Follow the **IEP PROCESS***
- ▶ *Use a **PARKING LOT***

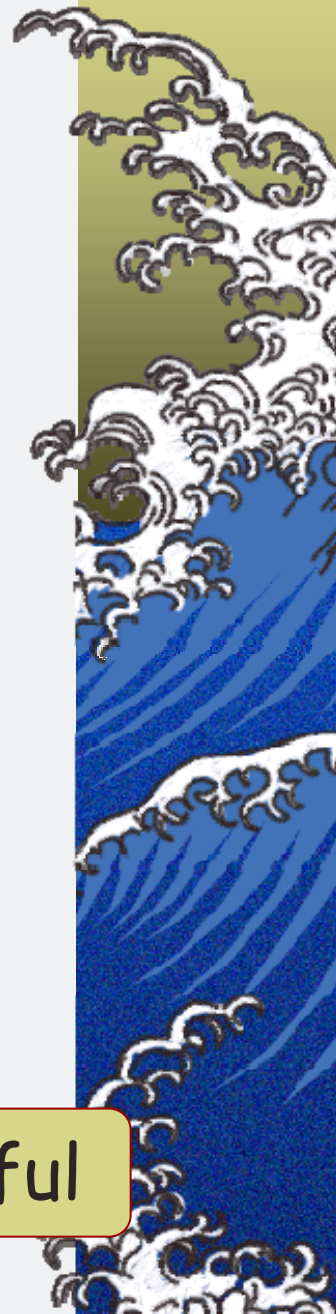


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Be PURPOSEFUL

Know what you are doing and why you are doing it. A meeting is not a group of people chatting about something...

Purposeful



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A meeting has many purposes, and hidden agendas can sink a legitimate purpose.

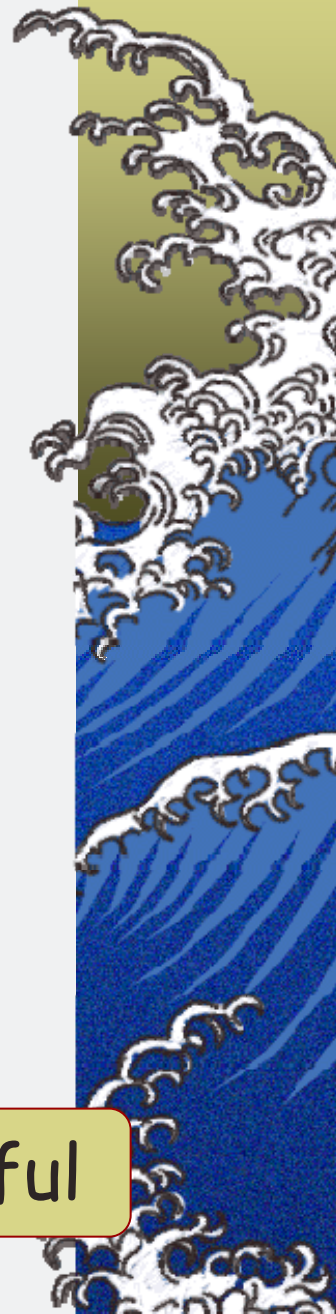
Identify all areas of purpose and wisely choose when to determine a purpose is better served at another time and place.

Remember:

the goal is a safe journey...



Purposeful



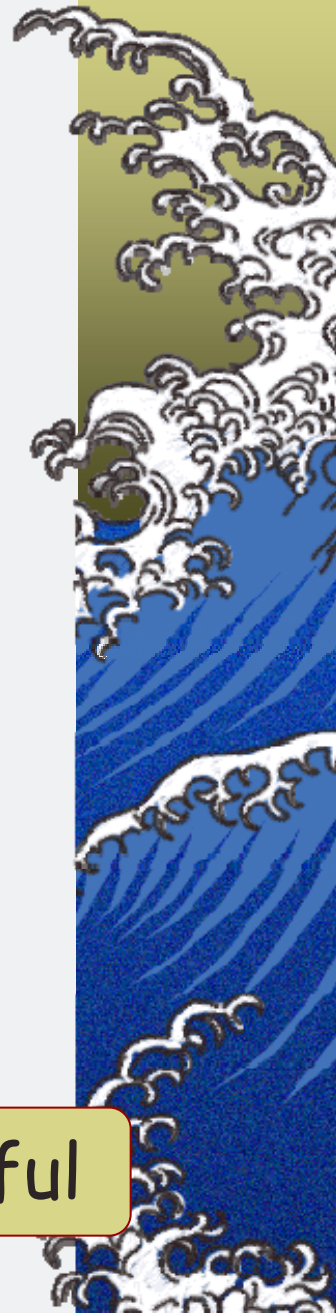
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Nothing can sink a ship like a good, hefty charge by cargo you didn't know you had...



& elephants in a meeting room can grow REALLY fast!

Purposeful



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Be sure you can answer all of these questions:

- ▶ *What is an IEP?*
- ▶ *What do the initials stand for?*
- ▶ *Why should I care?*
- ▶ *How long does an IEP last?*
- ▶ *What weight does it have?*



Purposeful

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- ▶ *Why a meeting?*
- ▶ *Why doesn't someone just write up the information?*



What's the relationship between the meeting and how the student is taught?

Purposeful

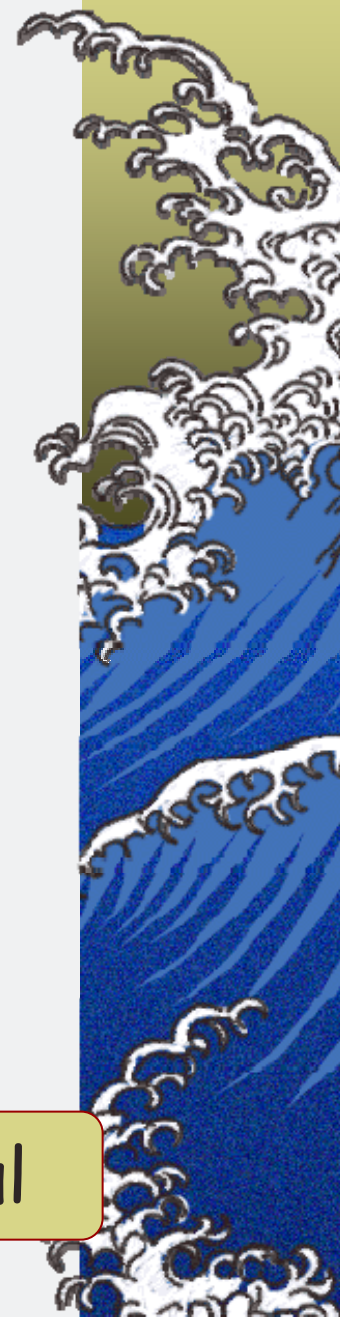


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Be PLANFUL

A meeting with a plan – any plan – is better than a meeting without a plan. The plan is like the structure of a boat; it keeps things from falling apart.

Planful



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- ▶ *Determine the design of your meeting*
- ▶ *Make an **agenda***
- ▶ *Decide what facilitator tools you want to use*
- ▶ *Reserve a room that can accommodate your plan*
- ▶ *Gather necessary supplies*

Planful



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What are the roles for EVERYONE?

- ▶ *What role do I have?*
 - ▶ *What do I need to know to fulfill my role obligations?*
 - ▶ *What does everyone need/expect from me?*
-
- ▶ *What is everyone else's role?*
 - ▶ *How do they relate to me?*
 - ▶ *Should I be adding my input to someone else's input?*

Planful



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*Are there professionals
at the meeting who
are only there to
report?*

*May they leave early?
Why? Why not?*

Minn. Rule 3525.2810, subp. 1, B



Planful

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What is the parent's role?

- ▶ *To portray the kid-ness of the student?*
- ▶ *To help the team understand the family values and long-range goals?*
- ▶ *To tell the school personnel how they can support the parent's program?*
- ▶ *To learn how to support the school's program?*



Planful

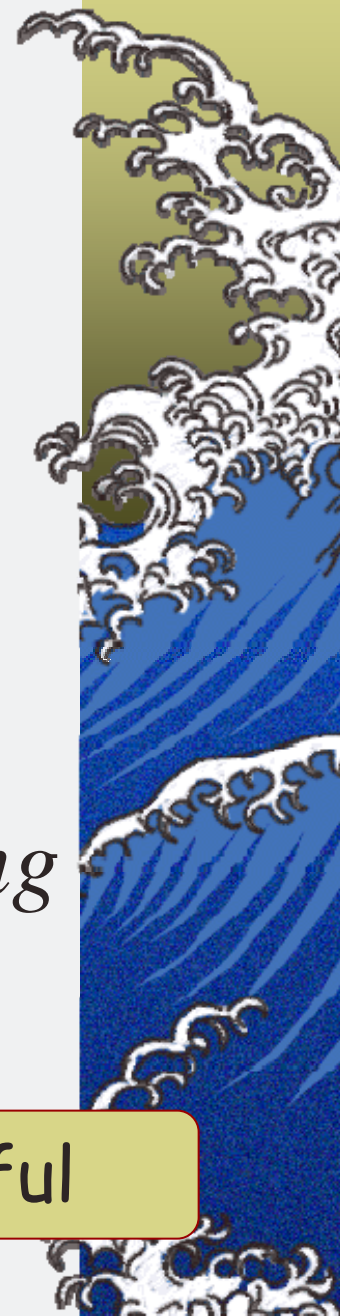
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Anyone else?

*Without a role, they don't belong
at the meeting...*

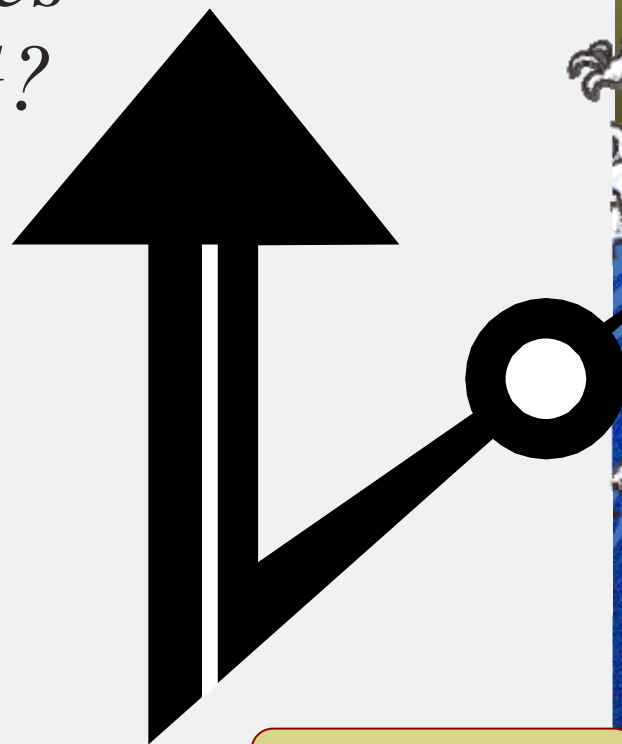
Planful



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*What are the timelines
for EVERYTHING?*

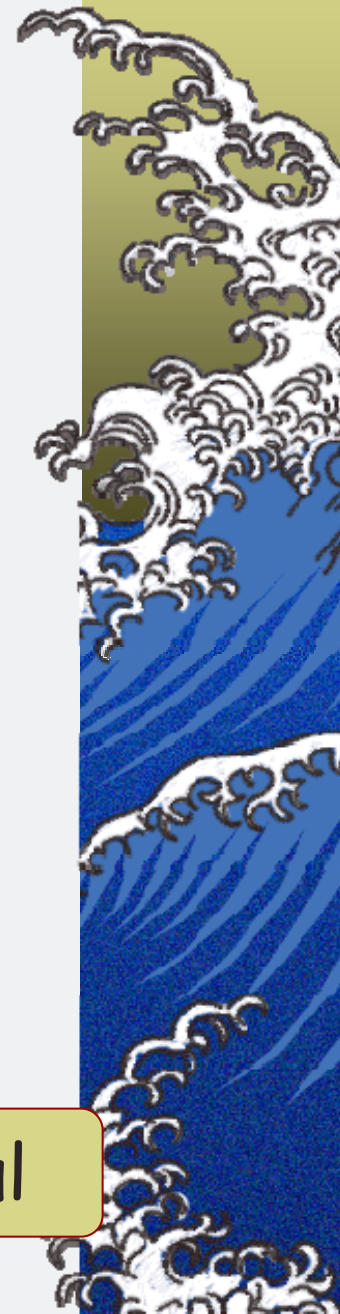
- ▶ *The whole meeting*
- ▶ *Each agenda item*
- ▶ *Sending the IEP to the Parent*
- ▶ *Implementing the IEP*
- ▶ *Making a new IEP*



Planful

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You may wish to give out question sheets which will allow all participants to put their thoughts in writing before the meeting. One way to quickly summarize these thoughts is by brainstorming with the participants.



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Care for your PARTICIPANTS

Caring for your participants can be a balancing act.

It's counter-intuitive, but you keep yourself safe by sharing your power and keeping them safe.

Participants



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*You need someone to run the meeting.
This doesn't have to be you.*

- ▶ *Determine the type of meeting you want to run.*
- ▶ *This may – or may not – be a good role for the administrator.*
- ▶ *How about a student-run meeting?*
- ▶ *What is the IEP manager's role if someone else runs the meeting?*

Participants



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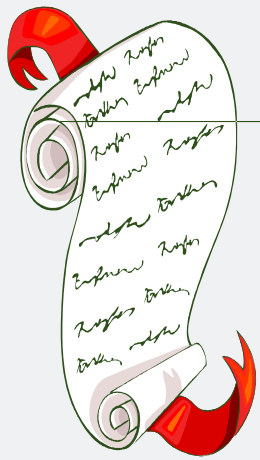
*Who is the recorder
or note-taker?*

You?

Someone else?

Who?

Why?



Participants



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Who is the timekeeper?

You?

Someone else?

Who?

Why?

How do you want the timekeeping to work?

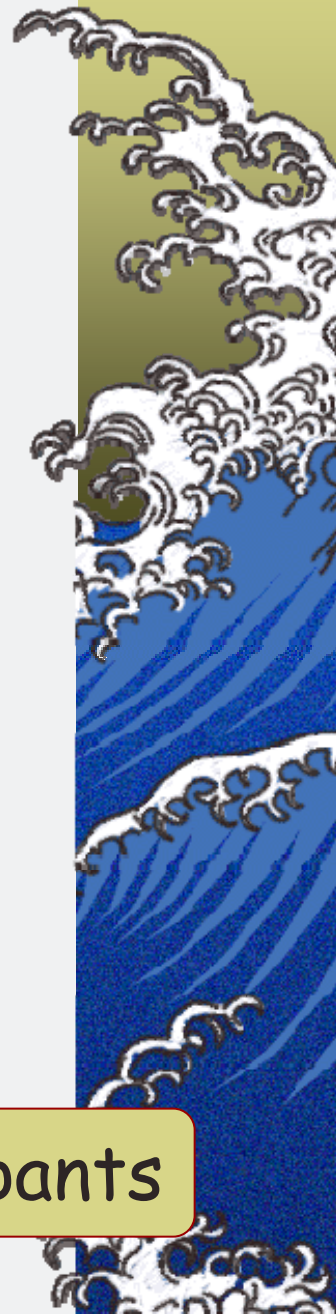
Participants



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- ▶ *Who is responsible for drafting the IEP?*
- ▶ *When & how will it be distributed?*
- ▶ *Who will clarify any questions the parent has after receiving the IEP?*

Participants

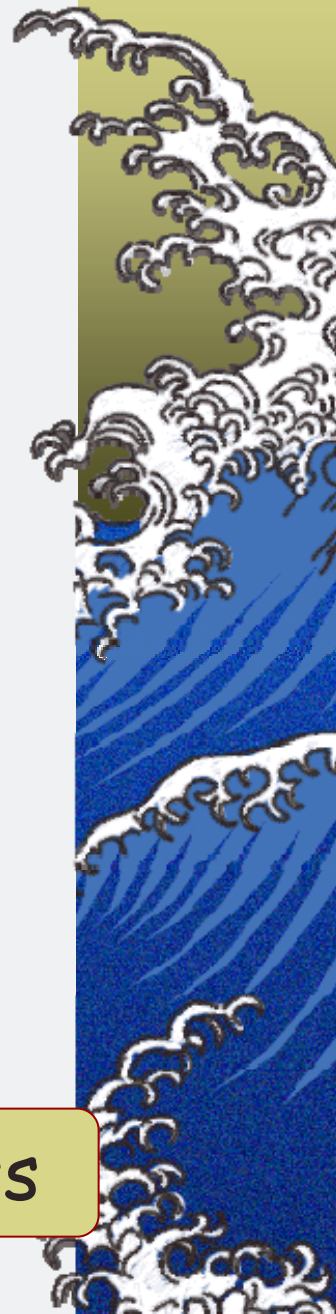


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Care for the PROCESS

The IEP process has several specifics imbedded in it. These specifics help define the type of boat in which we are traveling.

Process



IEP Meeting Essentials!

There is a flow to an IEP:

1. Present levels of performance

Strengths

Observations

Evaluation

Progress

Needs

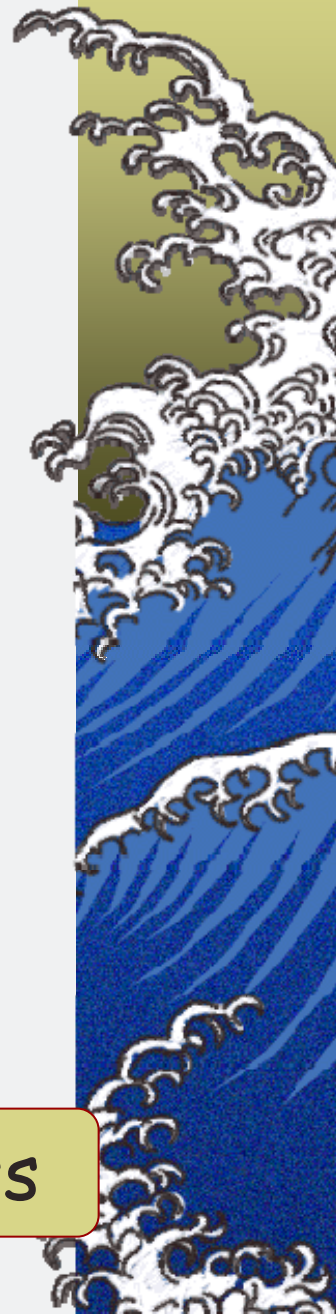
2. Goals & Objectives

3. Service & Placement

4. Other (ESY, transition and/or graduation planning, transfer of rights, test protocols, etc.)

**Do NOT
alter this
order!!!**

Process



IEP Meeting Essentials!

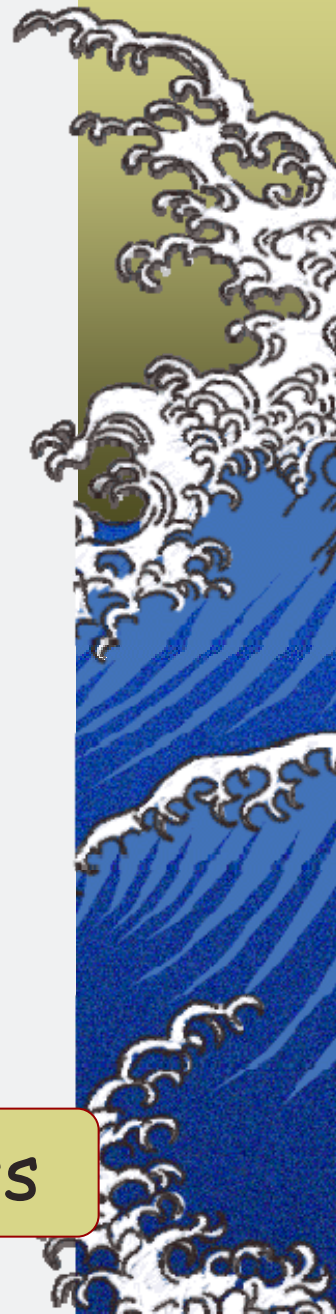
Goals are about student growth, not parent behavior

Goals must be measurable.

Goals must be something you believe, in good faith, the student can achieve in one year or less.

Goals usually change annually.

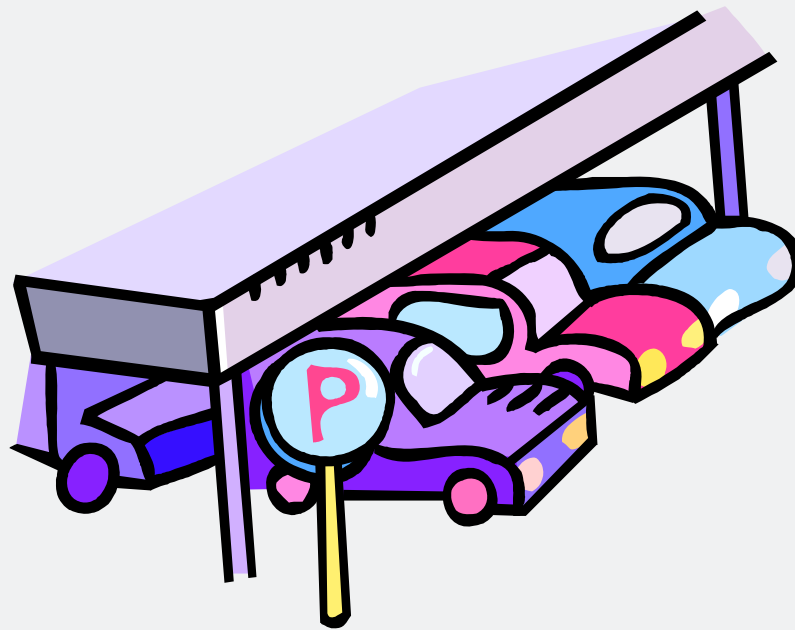
Process



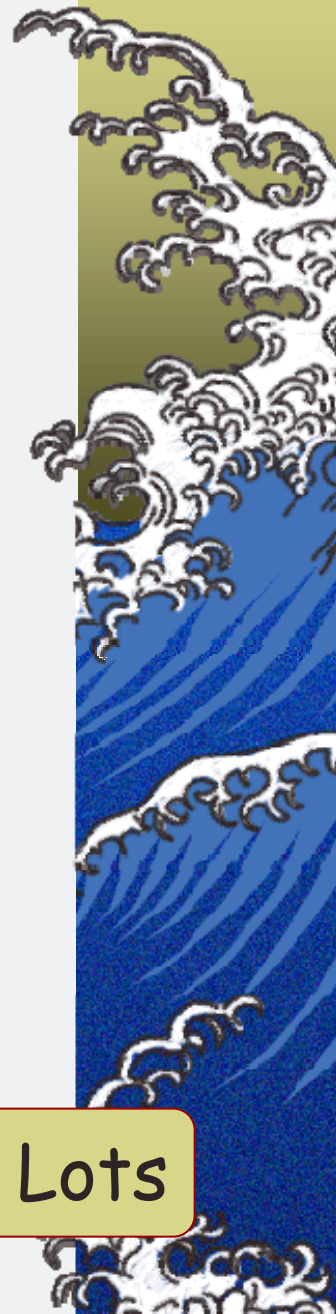
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What IS a parking lot???

Why does it warrant its own discussion???



Parking Lots



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*What might go
in the parking
lot?*



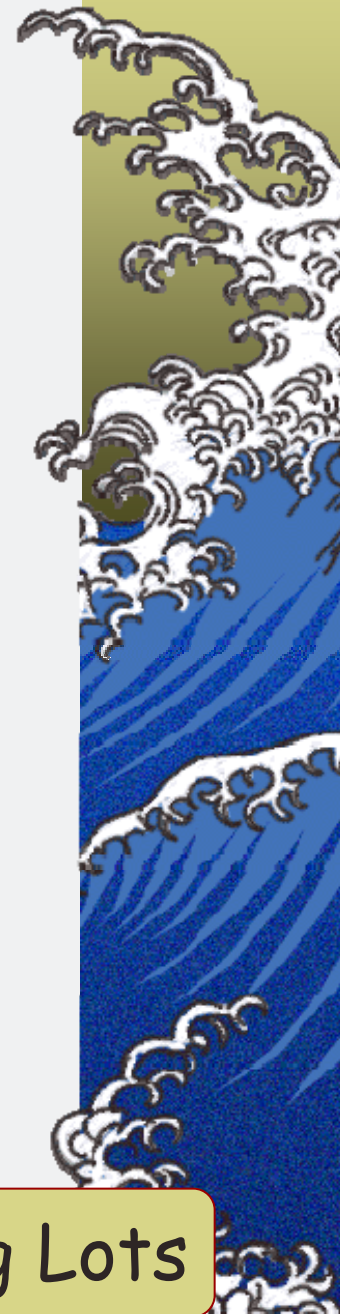
Problems at home.

*A service when
discussing present
levels.*

Dislike of a teacher.

*An accommodation
when discussing
needs.*

Parking Lots

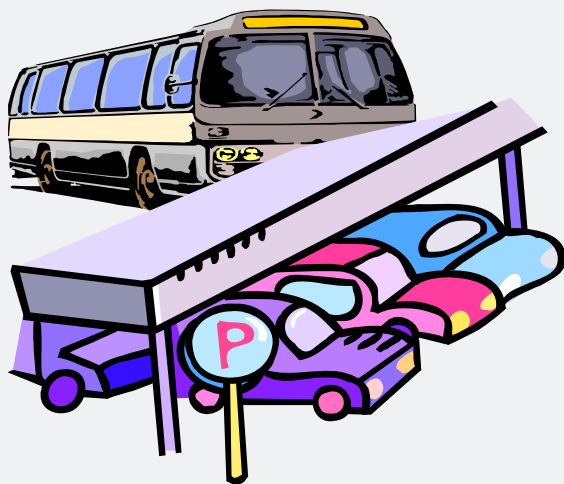


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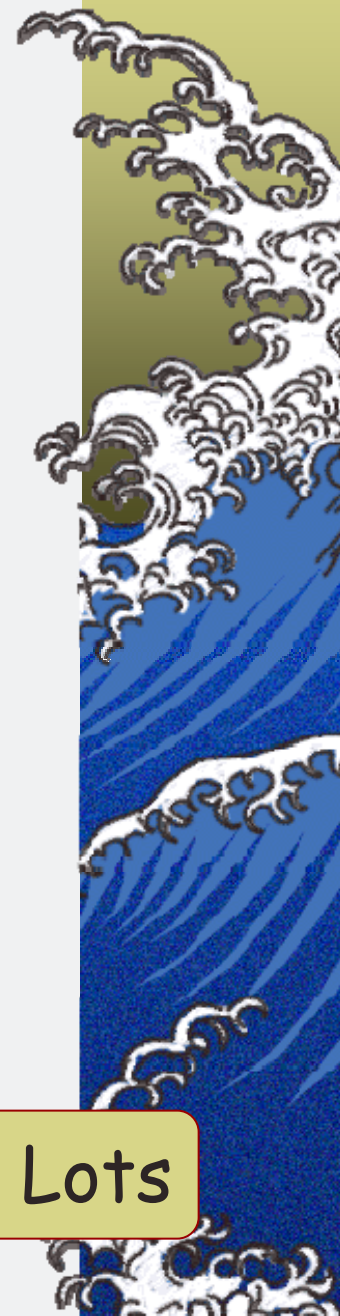
A parking lot means:
I hear you.

This is important.

This won't be forgotten,
and...we're not going
to discuss this right
now.



Parking Lots



IEP Meeting Essentials!



Be a Facilitator who Facilitates....

Purposeful Planful Participants

Process Parking Lots

