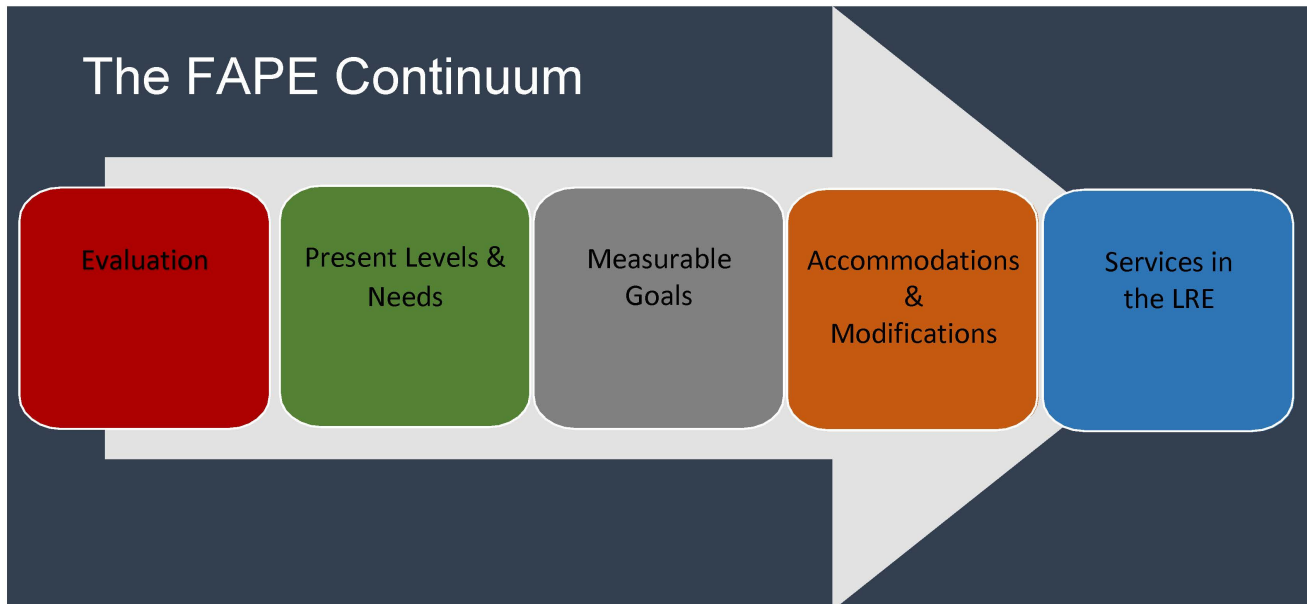


Guidelines for a Facilitated Special Education Meeting



Consensus = solution/decision that everyone can actively support

Setting the Stage for Collaboration:

- Be student and future focused
- Assume positive intent of all team members - Everyone is here with the child in mind.
- Respect and listen to all perspectives - Everyone here has a role and a perspective for creating this plan of support.
- Be solution-oriented and contribute to problem solving.

Facilitated Meeting Guidelines:

- Facilitator will begin the meeting by asking all participants to introduce themselves, the role they have on the team.
- Any use of recording devices will be announced at the beginning of the meeting and paused or turned off during breaks and at the conclusion for the meeting.
- If capabilities exist, the agenda will be displayed/distributed during the meeting. Any adjustments may be made during the meeting.
- All documents will be thoroughly explained during the meeting. Appropriate visuals, such as graphs and charts, can be used to show data to support understanding.
- To minimize interruptions, please have paper and pencil to jot down ideas and questions so each team member is given the space to complete their thoughts.

For Tele-Facilitated Meetings:

- Cameras will be turned on for the duration of the meeting.
- Microphones need to be muted when you are not talking. Facilitator will explain the process for contributing to discussions at the beginning of the meeting.
- Refrain from using the Chat Box during meetings.
- During breaks, all microphones will be muted, and cameras covered/turned off.