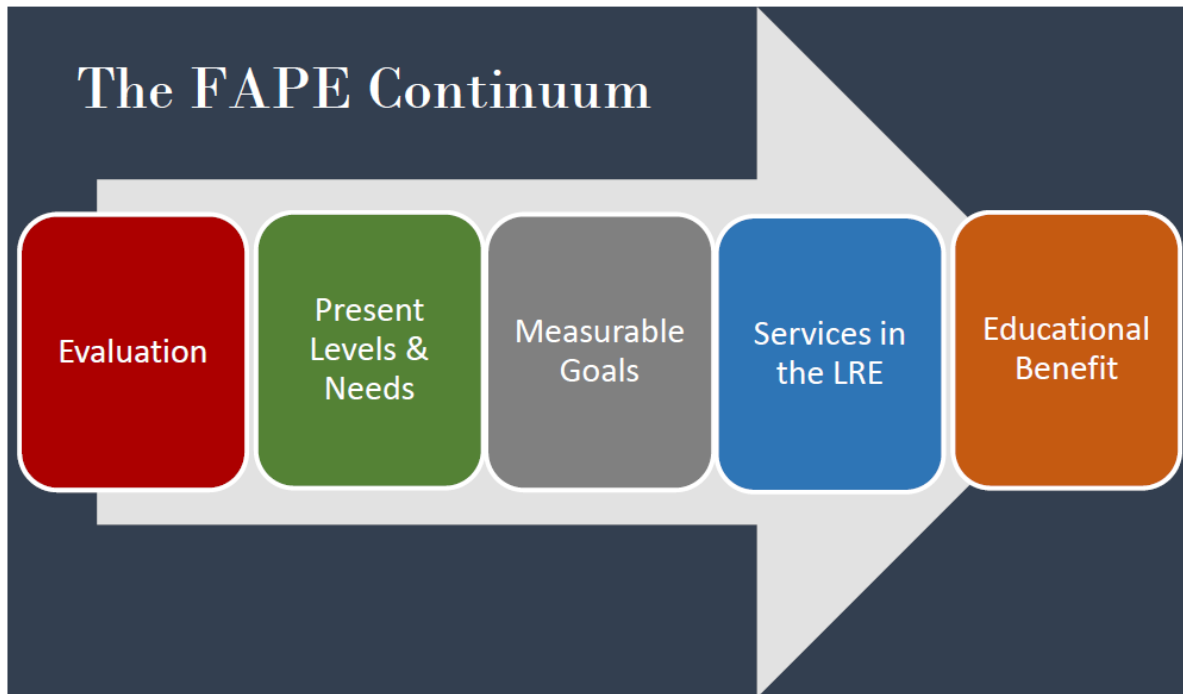


Guidelines for a Tele-facilitated Special Education Meeting



Setting the Stage for Collaboration:

- Be student-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.

Tele-Facilitation Meeting Guidelines:

- Agenda items need to be sent to the facilitator in advance. Facilitator will develop agenda and email to parents and school contact prior to the meeting. Adjustments needed may be made during the meeting. If capabilities exist, agenda will be displayed during the meeting.
- Cameras will be turned on for the duration of the meeting.
- Microphones need to be muted when you are not talking.
- During breaks, all microphones will be muted and cameras covered/turned off.
- Any use of recording devices will be announced at the beginning of meeting and paused or turned off during breaks and at the conclusion for the meeting.
- Facilitator will begin meeting by asking all participants to introduce themselves, the role they have on the team, and anyone else who is in the room with them.
- All reports and drafts need to be sent to participants, including facilitator, prior to the meeting. Each will be thoroughly explained during the meeting. Using visuals, such as graphs and charts, to show data supports the understanding of all participants. This is especially helpful when internet connections are not stable.
- Facilitator will ensure everyone has an opportunity to participate in discussions and contribute to the process. 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.