

**LEArn & LEAd**

**LEA Representative Leadership Training  
IEP Meeting Facilitation and Legal Compliance**

**RECIPE FOR LEA LEADERSHIP IN IEP MEETINGS:  
TRAINING + ACCOUNTABILITY = EFFECTIVE RESULTS**

**CADRE's Seventh National Symposium  
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# THE DILEMMA

- *School Administrators are often asked to assume the role of LEA Rep. without any specific training on relevant legal requirements and/or skills for successfully serving as LEA Rep.*
- *School Administrators often delegate their LEA Rep. role to others, e.g., special education teachers and/or other special education staff*
- *School Administrators often take a “back seat” or “drop in” approach in IEP meetings*

# **HYPOTHESIS FOR PROFESSIONAL DEVELOPMENT**

*What if School Administrators are specifically trained to serve as LEA Reps. at IEP meetings?*

*They will become more productive and proactive IEP team members able to guide other team members in building effective collaborative relationships that lead to consensus-based, legally-compliant decisions that are focused on student needs.*

# PROFESSIONAL DEVELOPMENT TASK

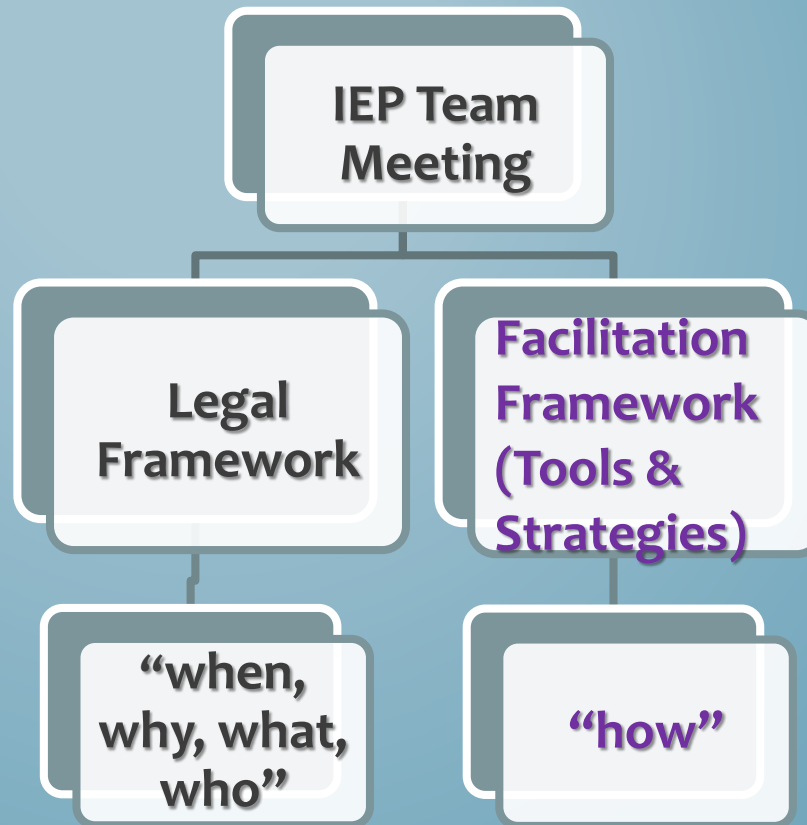
- *Design and offer LEA Rep. training specifically designed for School Administrators*
- *Include the following components:*
  - ❖ *Legal provisions relating to IEP process issues, along with seminal case law decisions, including the most recent Supreme Court decision regarding FAPE*
  - ❖ *Practical meeting management tools and strategies, especially those related to the LEA Rep. role of “process leader”*
- *Develop a 1-day training program that will be manageable for the busy schedule of LEA Reps.*
- *Take pre- and post- survey data to track knowledge and skill attainment*

# GUIDING DEFINITION OF THE LEA'S MEETING "PROCESS LEADER" FRAMEWORK

*The coherent progression of process tools and strategies emphasizing collaboration and consensus-building that make it easier for the team members, including the parents and student, when appropriate, to maintain student focus and reach the desired goals of the meeting and to ensure legal compliance with process (and, ultimately, content) requirements.*



# THE ALIGNMENT OF AN IEP TEAM MEETING



# DEFINING THE LEA'S MEETING "PROCESS LEADER" FRAMEWORK

## WHEN & WHY?

**Because the Law Says So!**

**IT IS A FAPE PROCESS REQUIREMENT**

**The IDEA requires that every IEP Team meeting includes an "LEA Representative"**

**34 C.F.R. § 300.321(a)(4)**

# DEFINING THE LEA'S MEETING "PROCESS LEADER" FRAMEWORK

## LEA\* REPRESENTATIVE

\* Local Education Agency  
(not "Least Experienced  
Administrator")

When?  
Why?  
Who?  
What?



# DEFINING THE LEA'S "MEETING PROCESS LEADER" FRAMEWORK

The "Process/Content" legal inquiry  
for determining whether an IEP is appropriate:

1. First, in the development of an IEP, has the school agency complied with the procedures set forth in the IDEA? (the "process" piece);
2. Second, if so, is the IEP developed through the IDEA's procedures reasonably calculated to enable the child to make progress in light of the child's circumstances? (the "content" piece)



# DEFINING THE LEA'S MEETING "PROCESS LEADER" FRAMEWORK

THE LEA'S ROLE AND RESPONSIBILITIES...

The LEA Rep. is  
the IEP Team's  
Meeting  
"Process  
LEAder"



# MEETING MANAGEMENT TOOLS AND STRATEGIES

Understanding the Role & Responsibilities of the LEA Rep. and other IEP Team members

Preparation & Planning Tools to ensure an efficient, effective and compliant meeting

Early involvement and input of parents



# MEETING MANAGEMENT TOOLS AND STRATEGIES

Conducting efficient and effective IEP  
Team meetings

Minimizing brewing issues and disputes by  
using strategies to reframe conversations and  
to avoid incomplete conversations



# SUMMARY ROADMAP FOR LEA PROCESS LEADERSHIP

## **Responsibilities Prior to IEP Meeting:**

- Know/designate who is responsible for planning/preparation for IEP meetings
- Collaboratively devise a communication system so LEA Rep. has pertinent info before the meeting is convened

## **Responsibilities During IEP Meeting:**

- Initiate introductions and meeting purpose
- State timeframe and/or time constraints
- Begin with a positive statement
- Use posted Agenda and Meeting Norms
- Be process “eyes and ears” for other team members
- Either hand off topics for discussion or introduce topics for discussion
- Bring topics to closure and consensus
- Reinforce teamwork and adjourn the meeting

## **Responsibilities After IEP Meeting:**

- Debrief with team members, as needed
- Ask for reports from staff on implementation



# TESTING OUR HYPOTHESIS: DATA COLLECTION RESULTS

**More than 2,200 in 7 states have been trained as LEA Reps. Pre- and Post-survey data indicate:**

**Substantial increase in IEP process understanding generally and ability to execute role of LEA Rep., specifically. Survey results show self-reported increases in knowledge about the requirements for serving as LEA Rep. Over 60% more respondents rate their knowledge as “high” on post-surveys than pre-surveys**

**Substantial increase in the extent to which there is satisfaction with level of preparation in fulfilling LEA Rep. role. Over 90% of respondents to post-survey now feel adequately prepared to serve as LEA Rep. Pre-survey results show 25% feeling adequately prepared**

**A substantial increase in “skill specific” knowledge in areas such as conflict resolution and consensus building. Increase in rating of knowledge at “high level” has doubled when comparing pre- and post-survey responses.**





# TESTING OUR HYPOTHESIS: WHAT TRAINEES ARE SAYING

**Over 95% of post-survey comments rate training as “excellent” or “very good.” Common post-survey comments include:**

**“This training should be required of all administrators serving as LEA Reps.”**

**“I learned so much—I cannot wait to use these valuable skills and resources.”**

**“This was one of the most beneficial PD sessions I have ever attended. The knowledge and expertise provided were astounding.”**

**“This was the best special education training I have attended in my 19 years. You two were great!”**

**“This session was very helpful and gave us meaningful tips and information to run an effective IEP meeting. Great hands-on learning and engagement. I grew as a LEADER today. Thanks!”**



# PARTICIPANT OUTCOMES TODAY

- *Gaining strategies for encouraging School Administrators to be more involved in building positive relationships between parents and school personnel at IEP Team meetings*
- *Gaining strategies for ensuring that those who serve as LEA Representatives are sufficiently prepared to successfully fulfill their roles and responsibilities*
- *Gaining strategies for providing LEA Representatives with sufficient knowledge and skills for leading efficient and compliant IEP Team meetings*

# QUESTION AND ANSWER TIME!

HAVE WE SPARKED OR IGNITED IDEAS OR  
QUESTIONS FOR YOU?



THANK YOU FOR ATTENDING AND  
PARTICIPATING TODAY!

Thank you!



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