

Special Services Cooperative of Wamego

USD # 323 Rock Creek

USD #320 Wamego

USD #329 Mill Creek Valley

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Mike Bilderback, Director

Diana Phillips, Office Manager

September 6, 2005

Re: IEP Meeting Guideline for the 2005-06 School Year

Dear Colleague,

As the 2004-05 school year came to a conclusion there were concerns raised by general education teachers in all three school districts regarding the length of IEP meetings. Following further discussion at many different levels to include those at the negotiations table in USD 320 the following guidelines are to be observed this year.

- All IEP's scheduled to start before or after the normal contract day will be tracked by building principals who in turn will forward such information to the Director's office.
- IEP's should be scheduled during the teacher contract day (as determined in the negotiated agreement in the district that special education staff are assigned), if at all possible.
- Any IEP scheduled before or after the normal contract day can occur as long as ALL school contracted parties involved in the IEP agree to such in advance to the meeting. This means that case-managers involved in annual reviews and school psychologists that set meetings to review initial test results will need to contact ALL certificated personnel prior to setting and sending the invitation/notice for such meetings. These meetings will be tracked by the principal and forward to the Director's office.
- Please keep in mind that it is legal to hold annual review IEP team meetings by phone with the permission and consent of the parent. This is however NOT an option for initial placement meetings.
- Also keep in mind situations where multiple teachers attend. Their input should be provided at the beginning of the meeting followed by whether the parent has any questions to ask. If there are no questions, then each teacher can be excused. Teachers are always welcome to stay for the entire meeting however they may "elect" to leave following their input into the meeting.
- IEP meetings can still take place during parent-teacher conferences. These work well at the elementary level, but are to be discouraged at the middle/high school levels because they tend to tie-up numerous teachers that need time to visit with all of their student's parents.

Should you have a need for further clarification regarding the above guideline do not hesitate to contact my office at 456-9195.

Cordially,

Mike Bilderback

Cc: All building principals served by the Cooperative
All Superintendents of the Cooperative