

JOHNSTON PUBLIC SCHOOLS

Office of Special Services

The purpose of *Evaluation Team* meeting minutes –

1. The purpose of Evaluation Team meeting minutes is to reflect the discussion of any items that are not covered in the Evaluation Team documents (and/or forms). These notes are part of the student’s educational record and may be used in any formal or informal legal proceeding.
2. Items that are usually included:
 - Date and time of the meeting
 - Participants
 - Student’s name, D.O.B., grade, teacher
 - Purpose of the meeting
 - Parent/guardian’s concerns **and** compliments
 - Team concerns
 - Brief summary of the discussion
 - Results/recommendations
3. Determine who will keep the minutes of the meeting using the JPS 20 (Team Meeting Minutes)
4. The following are suggestions to make the notes clear and concise:
 - ✓ Use a bulleted format that reflect the key points
 - ✓ Make sure to write from the proper view point
e.g. “The parent stated . . .”, “The teacher stated . . .”, The Evaluation Team discussed . . .”
5. Suggestions for specific issues/disagreements:
 - a. If the parent is requesting that the Evaluation Team complete evaluations for a reason other than determining disability
e.g. Parent suspects a medical issue; concern about academic progress (not related to a suspected disability); wants to know child’s “IQ score”; mental health issue (not impacting on school performance), the team should document
 - Specifically what the parent is requesting;
 - The reason(s) why the Evaluation Team does not believe the evaluation(s) is necessary to determine disability;
 - How the Evaluation Team’s recommendation is consistent with regulatory requirements.
 - b. Allow full discussion to assist in identifying concerns;
 - c. Explain to the parent the evaluations that are needed in order to determine a suspected disability;
 - d. The team should come to consensus regarding its decisions and document recommendations in writing.
6. Identify where the minutes of the meeting will be retained.

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Additional recommendations for the Evaluation Team minutes –

- ✓ Document all disagreements, essentially any issue that presents as a current or potential conflict.
- ✓ Present a distinct, coherent description of the concerns.
- ✓ Identify information reviewed by the Evaluation Team either in the minutes or (best practice) on the referral form. Including information gathered in preparation for review of the student by the Evaluation Team
e.g. Report cards/standardized test results; Cumulative Record Card/Permanent Record Card information (including schools attended, grades repeated, attendance record, etc.); health record; RTI/TST information; counseling (psychologist/social worker/guidance); truancy/probation information; suspension/behavior incident reports.
- ✓ Consider classroom teacher reports – current performance (including strengths, weaknesses and areas of concern.
- ✓ If the Evaluation Team makes a suggestion and the parent disagrees, make sure to document in the minutes or offer to hold off for a certain amount of time and revisit the issue.
- ✓ If the parent is unwilling/unable to participate in the Evaluation Team meeting(s), document the reasons why and the attempts made to encourage parent participation.
- ✓ If the parent refuses evaluation, document the refusal on the appropriate form.

Sample Statements –

- ▶ The purpose of the Evaluation Team meeting is . . .
- ▶ The team has reviewed student’s classroom performance and identified the following concerns . . .
- ▶ The team suspects the following disability which may impact student’s ability to access curriculum . . . and recommends the following evaluations to determine if an educational disability exists.
- ▶ Parent stated that she/he is concerned that child is not . . .
- ▶ The team has reviewed (considered) the evaluations (independent, private, etc.) by Dr. Jones and
 - has the following questions
 - agrees with . . .
 - disagrees with . . .
 - recommends the following . . .