MINUTE TAKING STRATEGIES TRAINING

When taking minutes you are attempting to memorialize the conversation of the team at the meeting. These strategies below can be applied when you take minutes in a Special Ed. or 504 team meeting.

- Fully complete the top of the minute page, i.e. student name, date, grade…

- Complete the page count on top of the minutes (___ of ___). Document student demographic info on the following minute pages.

- Begin the meeting by explaining to the parent that you are taking minutes, that they will be provided a copy of the minutes and that signing or initialing the minutes indicates that they were present and participated in the meeting.

- It is acceptable to have the minute taker fill in the names of the staff representing the positions on the minute page, <u>HOWEVER</u>; each member must sign or initial the minutes in their own hand. Staff cannot sign or initial for a meeting at which they were not present.

- Clearly complete the **REASON FOR THE MEETING** section.

- In the **SUMMARY OF THE MEETING SECTION**, you are not required to write the scores of an evaluation that are contained in another document that you are presenting. You are also not required to write the goals that are written in another document that the team is reviewing.

- When sharing evaluation results or proposed IEP sections, examples of what you can write are:
    - OT shared evaluation results contained in attached *Individual Report* and *Team Summary Evaluation Report*. You then document the conversation that was generated from that debrief.
    - SLP shared proposed IEP goals in attached *IEP Goal* pages. You then document the conversation that was generated from that debrief.

- When the parents ask a question, start that line with "**P"**, and write the question verbatim? Then follow with the response written verbatim.

- If you are doing a combined meeting in which you are planning to share the evaluation results and then move into the IEP you **must**:
    - Bring one meeting to closure in the minutes, before you move on to the next meeting.
    - You must make sure that parents are clear that the meeting purpose has shifted and document that the parents have been informed and are aware of what the team is doing next.
    - You must always document that the parents are in agreement with the next part of the meeting taking place.

  - If you plan to continue using the same minute pages, draw a line and state the new purpose of the meeting.   You could also start a new minute's page set up for the next meeting.

- Do not take minutes in the **ACTION PLAN** section. Leave that section for the actions related to the purpose of the meeting. This section must include the decisions made at the meeting.

- If a participant has to leave the meeting before it has come to a close you must document several things:
  - Document early in the minutes that parents are informed at the beginning of the meeting that a staff member may have to leave early.
  - Parents must be informed that at the time of the team member leaving, several meeting options may occur: the meeting may end; the parent may be asked if they have any other questions of that staff member prior to their leaving; and that once that staff member is gone their area of expertise cannot be discussed or the team will have to reconvene if there are lingering questions that affect the progress of the decision. Finally the team will document, using ECOM Form 61, that the team member was excused and parents agreed.
  - The minute taker must document the time the staff member left the meeting.

- When staff is talking it is always best to indicate who made what statement in the minutes just like you indicate parent questions with a "P".

- At the bottom of the Minutes page, please have the parents sign regarding their response to the Procedural Safeguards and PWN question.

- In the **PRIOR WRITTEN NOTICE,** in the *Other options considered and reason(s) for rejecting them*, please write **"See minutes for full documentation of team discussion regarding this action. "**

TJT 7-14