
[princi_elem] IEP Meeting Days

From : Kat Lange <lange_k@4j.lane.edu>

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Sender : princi_elem <princi_elem-bounces@4j.lane.edu>**Subject :** [princi_elem] IEP Meeting Days**To :** princi_elem <princi_elem@4j.lane.edu>, princi midd
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<assist_midd@4j.lane.edu>**Cc :** Sabrina Gordon <eugeneea@oregoned.org>

Hello administrators - I am copying an email that I sent to our SSD staff a bit earlier tonight about IEP meetings. At the end of the email I have bulleted some points to share with general education staff as Sabrina and I think the one sent to SSD staff will be a bit much for the gen ed staff. Please let me know if you have any specific questions or talk to your SSD Admin for clarity if need be. Sorry, this is still a work in progress!

Message that was sent to SSD staff:

Hello all - I wanted to finally circle back with everyone regarding the IEP workgroup that EEA and SSD administrators put together last spring to come up with some ideas around how to support "IEP/504 marathon days" in our schools. As many of you will recall, this pilot was negotiated during our bargaining last spring and is currently in our CBA. This team met a few times to brainstorm and gather ideas, and although there still needs to be work done, we have developed a plan based on ideas shared and some feedback from this team.

Elementary Schools:

*All elementary schools that would like to participate in this pilot can identify IEP/504 days they would like to take and secure a sub for their classroom, as well as one floater to release general education teachers to attend the IEP/504 meetings.

*If you are looking to schedule these days, please be prepared to plan in advance so subs can be secured well ahead of time and CMA's have ample time to schedule these meetings on the same day.

*To prepare for these marathon days, it might be good to look at using an IEP release day ahead of time to get draft IEP's and all documentation together for the meetings as this will be a large amount of paperwork all at once to work through.

*Please have a back up plan if for some reason the sub pulls out at the last minute. Building administrators, please do not pull these subs to cover for another class if the sped person has scheduled an all day IEP/504 meeting day. Rescheduling all of these meetings will be difficult and may put us out of compliance in many cases.

*We cannot emphasize enough how important it is to plan ahead and have a back up plan. Thinking a month or more ahead will alleviate any unforeseen circumstances that will cause an IEP/504 to be out of compliance. A parent cancels, the sub cancels, someone is sick etc. can all be things that occur that cause the team to push an IEP/504 meeting back. Waiting to have a meeting the day it is due will only cause problems if things don't go as planned.

*If you are taking a marathon day to conduct IEP's, you should be able to complete at least 5, if not more, IEP meetings in a day (Life Skills may be a little less due to the length of those). If

you do a half day, 3 IEP meetings should be feasible. Please use and schedule your time wisely.

*Please remember to schedule your days on [Tuesday](#), [Wednesday](#) or [Thursday](#) as [Monday's](#) and [Friday's](#) the district experiences high absenteeism and finding subs is very difficult.

Secondary Schools:

*During our last meeting, it was evident that we may need to look at a different plan for middle and high schools. We will need to reconvene at some point to discuss the possibilities - more to come on this.

Next Steps:

EEA and SSD are still working on a way to gather some data from teachers (gen ed and sped), parents, students, administrators and any other stakeholders so we know how the pilot is working.

It is a busy time for all of our schools. Our hope in looking at this pilot is to see if we can help alleviate some of the stress that staying late or coming in early for IEP/504 meetings can cause. This will not alleviate any responsibility to attend before or after school meetings, but the hope is to reduce the frequency.

Please reach out to your SSD Administrator or building administrator if you have any questions or need clarity. Each building may look a bit different so we encourage you to work with your building administrator and team as there may be some building specific needs that will be up to the administrator to help identify.

Thank you all. We look forward to seeing how this works for our elementary schools. Secondary schools, we will do our best to find time to pull a team in the near future.

Regards,
SSD Administrators and EEA

Message to send to Gen Ed Staff (or share as you see fit):

Staff -

As many of you know, one of the items bargained for to be included in our CBA was in regards to implementing a pilot this year where buildings worked to establish IEP/504 days where staff could be included in IEP's or 504's that didn't impact their time before school, after school or during planning. A workgroup was developed at the end of last year and at the beginning of this year to discuss possibilities, and although there is still work to be done, here are some ideas about how we will be moving forward.

Elementary:

*All elementary schools that would like to participate in this pilot can identify IEP/504 days they would like to take and secure a sub for their classroom, as well as one floater to release general education teachers to attend the IEP/504 meetings.

*If you are looking to schedule these days, please be prepared to plan in advance so subs can be secured well ahead of time and CMA's have ample time to schedule these meetings on the same day (***this is something the special education teacher will do, but you will want to be prepared to have a sub in your class for that time and you should also be given ample notice so you have time to prepare***).

*What this means for the general education staff is that the teacher, if chosen to attend an IEP or 504 meetings sometime throughout the day, will have to prepare for a sub to run their class for that period of time. It may be one period or a few hours depending on how many IEP's or 504's you are asked to be a member of.

Secondary: We are in need of more workgroup meetings to find a solution to the multiple intricacies that a secondary schedule brings with it. We are in hopes of collecting some feedback from teachers and problem solving a bit more as a group in the spring. If you have any ideas of ways to best cover for teachers who may need to be out of their class for a period or 2 for meetings, please feel free to share with your administrator or reach out to the SSD administrator in your building to share.

Next Steps:

EEA and SSD are still working on a way to gather some data from teachers (gen ed and sped), parents, students, administrators and any other stakeholders so we know how the pilot is working.

It is a busy time for all of our schools. Our hope in looking at this pilot is to see if we can help alleviate some of the stress that staying late or coming in early for IEP/504 meetings can cause. This will not alleviate any responsibility to attend before or after school meetings, but the hope is to reduce the frequency.

Thank you for your shared commitment to supporting our students and families by being a part of the team.

XXX (Admin signature)

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