

Collaborative Team Meeting

Student: Caitlyn H.

Date: October 12, 2005

Location of meeting: Main office conference room

If you are unable to attend this meeting, please contact: Emily W.

Team members:

Meg H. (Mother)

Emily W. (Special education teacher)

Kim M. (Music education teacher)

Donna H. (Paraprofessional)

Tim F. (Physical Therapist)

Diane W. (4th grade teacher)

Communication backup:

Diane will advise Mr. Smith (language arts and reading) about plans. Emily will arrange to meet with Mr. Sneider (P.E.).

Agenda for this meeting:

1. IEP Review and Goal setting
2. Adaptations for musical instruments
3. Mounting system for wheelchair
4. Communication: use of Boardmaker

Time limit:

- 20 minutes
- 10 minutes
- 10 minutes
- 15 minutes

Agenda for next meeting:

1. Curriculum update
2. Assistive technology problem solving
- 3.
- 4.

Next meeting date/time: 12/15/2005

- 15 minutes
- 15 minutes

Roles:

| | For this meeting: | For next meeting: |
|-------------|-------------------|-------------------|
| Facilitator | Emily | Diane |
| Recorder | Diane | Kim |
| Timekeeper | Meg | Donna |

Adapted from:

Halvorsen, A.T. & Neary, T. (2001). *Building inclusive schools: Tools and strategies for success*. Boston: Allyn and Bacon.

| Meeting Notes | To Do: | Person responsible | Date to be completed |
|---------------|--------|--------------------|----------------------|
| | | | |

Adapted from:
Halvorsen, A.T. & Neary, T. (2001). *Building inclusive schools: Tools and strategies for success*. Boston: Allyn and Bacon.