

AUDIO RECORDING WORK GROUP PRODUCT

3.2020



Columbia
PUBLIC SCHOOLS

PRESENTED BY: ALYSE MONSEES, DIRECTOR
SPECIAL SERVICES DEPARTMENT

TEAM GOALS & STRUCTURE

TEAM GOALS

- Create a product to ensure compliance with current Board Policy KKB as well as a product appropriate to address compliance needs should CPS Board policy KKB change as a result of a board decision or state law change requiring the Board to change current policy.

TEAM ASSIGNMENTS

Audio Recording Work Group

Name of team	Role	Meeting Participating Dates
Alyse Monsees	Director	11/14, 1/13, 2/18
Liana Vessell	Assistant Director	11/14, 1/13, 2/18
Michelle Ribaud	Parent	1/13, 2/18
Arla Monroe	IT	11/14
Kathy Steinhoff	Teacher rep	11/14, 1/13
Susie Adams	Teacher rep	11/14
Brenda Granneman	Teacher/sped rep	11/14, 1/13
Kami Paris	Teacher/sped rep	11/14, 1/13
Shae Collier	504 Coordinator	11/14, 1/13
Angie Rogers	Teacher/sped rep	11/14, 1/13
Jessica Tierney	Teacher rep	1/13
Aaron Heath	IT	1/13
Susan Goldhammer	MSBA	1/13
Dione Parrish	Parent	2/18

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- For office use only to document approval/denial. This form will be uploaded to the child’s student record in SpedTrack. It does not contain any information related to the parent’s disability. The actual parent letter/request will be destroyed following review by the Director.

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Responsibilities and procedures related to audio recording IEP, Special Education Evaluation and Section 504 meetings:

TIMELINE REQUIREMENT FOR NOTIFICATION

- Educational Decision Maker (Parent/Guardian/18-year-old student) must request to record the meeting at least 3 school days prior to the scheduled meeting.
- If the meeting is scheduled in less than 3 days due to parent/guardian/18-year-old student's waiver of 10-day notice requirement, they may still request to record, and the district will make every effort to provide this accommodation if request is approved and technology is available.

PARENT/GUARDIAN RESPONSIBILITIES

- Parent/Guardian/18-year-old student can obtain form letter required to formally request to audio record the upcoming meeting from the district Special Services website or from their child's case manager or Special Services District Office.
- Upon receipt of letter, parent/guardian/18-year-old student completes form and returns to Director of Special Services within allowable timeline stated above.

SPECIAL SERVICES OFFICE RESPONSIBILITIES

- Upon request, Special Services Office obtains form letter from SpedTrack document library or Special Services website and provides to parent within one workday.
- Upon receipt of the formal parent/guardian/18-year-old student request, the Director, or designee, will evaluate the need for the ADA accommodation to record and respond to the request with 24-48 hours.
 - If approved, Director, or designee, notifies parent/guardian/18-year-old student and school team (case manager, process coordinator and/or secondary department chair and principal) with approval to record the 504 or IDEA related meeting.
 - If approved, the Director, or designee, will complete the "Documentation to Consider Request to Audio Record" & attach to the child/ren's student record in SpedTrack.
 - If denied, Director of Special Services, or designee, notifies parent/guardian/18-year-old student and school team (case manager, process coordinator and/or secondary department chair and principal) with denial to record the 504 or IDEA related meeting.
 - If denied, the Director, or designee will complete the "Documentation to Consider Request to Audio Record" & attach to the child/ren's student record in SpedTrack.
- If approved, the school team will follow the "Instructional Process for Audio Recording 504 and IDEA Meetings" housed in the document library.

BUILDING RESONSIBILITIES – Instructional Process for Staff to Audio Record 504 and IDEA meetings (found in SpedTrack document library & in training PowerPoint):

- *Responding to parent request to record if parent comes to case manager first.*
 - Print, if needed, or guide parent to district website (Special Services Departmental Page) to obtain the form.
 - Explain timeline and need for approval before audio recording would be allowed.
- *Planning for the meeting:*
 - Obtain digital recorder from building department chair, or designated building staff member, assigned to keep the recorder.
 - Ensure digital recorder is sufficiently charged. Additional AAA batteries can be requested from the Special Services Office when needed.

- *At the meeting – Tips to run an effective and collaborative meeting:*
 - Keep a positive mindset! Remember all parties at the meeting only want what’s best for the student.
 - Be confident in your professional abilities. You know your area of content!
 - Come prepared for the meeting.
 - Respect the input of all parties and professionally address differences of opinion.
 - Use parent friendly language and take the time to ensure understanding and opportunity for meaningful parental participation.
- *At the meeting – Steps to record & begin:*
 - Turn on recording device by holding down the power switch on side of recorder.
 - Increase the volume to full power by pressing the top button on the other side of the recorder.
 - Place the recording device in the center of the table.
 - Press the REC/PAUSE button to begin recording.
- *At the meeting – Script to begin meeting:*
 - To begin the meeting, the LEA will read aloud the following script:
 - Welcome to today’s IEP meeting for: [NAME OF CHILD]. Today is [STATE THE DATE AND TIME].
 - My name is [NAME OF LEA] and I will be facilitating today’s meeting.
 - This meeting is being recorded because of an allowable exception to Board of Education Policy KKB which permits a guardian to audio record an IEP meeting.
 - At this time, I will ask [NAME OF GUARDIAN] to confirm that s/he confirms that a recording was requested by the guardian.
 - Guardian says yes.
 - This is to confirm [NAME OF GUARDIAN] has said yes.
 - At this time, and as a part of the IEP meeting process, I will ask each meeting participant to state their name and role.
- *At the end of meeting – Steps to end meeting & recording:*
 - To end the meeting, the LEA will read aloud the following script:
 - Thank you for attending today’s meeting. This recording will be stored as part of [NAME OF CHILD’S] educational record.
 - The finalized IEP the team developed today will be provided to you within 20 days.
 - Turn off the recording device (press STOP) to end recording.
- *After the meeting – IEP/504 of Special Education Evaluation case manager responsibilities:*
 - When the meeting is complete, the case manager will secure the recorder and immediately complete the Record of Audio Recorded Meeting document found in SpedTrack document library.
 - Within 24 hours, the department chair or process coordinator will extract the recording from the recorder and place on thumb drive.
 - The department chair or process coordinator will bring the thumb drive & Record of Audio Recorded Meeting document to the Special Services Office or send it through interoffice mail.
 - Audio recordings will be kept on a thumb drive in the Special Services Office at Aslin.

Special Services Website

Special Services

- [Special Services Home](#)
- [2019-20 School Year Parent Welcome Letter](#)
- [Overview of Our Department & Description of Staff Roles](#)
- [Early Childhood Special Education](#)
- [District Special Education Coordinators & Support Staff](#)
- [Special Education Building Department Chairs](#)
- [Audio Recording of Meetings](#)
- [Special Education Process For Parents](#)
 - [Procedural Safeguards, Parents' Bill of Rights & Request for ADA Accommodation to Record Meetings](#)
 - [The Referral for Special Education and Evaluation Process](#)
 - [How is my child determined eligible for special education services?](#)
 - [So my child is determined eligible, what's next?](#)
 - [Understanding the IEP](#)
- [Post-Secondary Transition Process For Parents](#)
- [State Plan for Special Education](#)
- [Local Compliance Plan July, 2019](#)
- [Health Services](#)
- [COMO SEPTA \(Columbia, MO Special Education PTA\)](#)
- [Mental Health Resources](#)
- [Interagency](#)
- [Parent Overview of Section 504](#)

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Special Services

The Columbia Public Schools Special Services department provides staff, resources, and supports throughout the district depending on the needs of students in each building. The broad range of special education services and supports allows most of our children with disabilities to be served in the student's home school. In the past, special educators were an isolated system of support. Today, regular educators and special educators work together with parents to teach children with and without disabilities in a variety of settings in each school.

Our Vision: To prepare our students with disabilities to be valued and contributing members of our community.

Our Mission: To individualize the instruction and supports necessary for students in special education to reach their educational goals.

Our Values: Trust, Integrity, Transparency, Collaboration, Empathy, Grace

Contact Us

Columbia Public Schools
Special Services Office
1818 West Worley Street
Columbia, MO 65203

Phone: (573) 214-3459
Fax: (573) 214-3402

Office Hours:
7:30 am - 5:00 pm
Monday - Friday

Special Services Website – Audio Recording of Meetings

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- [Parent Overview of Section 504](#)

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Frequently Asked Questions - Recording of Meetings

Can the educational decision maker (parent/guardian/18-year-old student) record school related meetings?

- No, except in certain situations. CPS Board Policy KKB prohibits the recording of meetings unless the parent, guardian or 18-year-old student requests an exception based on their own need to audio record. If the parent/guardian/18-year-old student can indicate need to record, to support their participation and understanding of the meeting, they may exercise their right to do so under Section 504 and/or the Individuals with Disabilities Education Act (IDEA).

Board Policy - KKB: The Board of Education prohibits the use of audio, visual or other recording devices at meetings held pursuant to the Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act of 1973, as well as other meetings among district employees and between district employees and parents/guardians. Exceptions to this prohibition will be made only in accordance with board policy and law. Requests for such exceptions must be made within a reasonable period of time prior to the scheduled meetings. This prohibition does not apply to conversations held within view of district security cameras.

How does the parent/guardian/18-year-old student request an exception to audio record a 504, IEP, or Special Education Evaluation Meeting?

- The parent/guardian/18-year-old student obtains the "Parent Letter to Request ADA Accommodation to Audio Record Meeting" from the district website (link below) or by requesting the letter from the CPS Special Services office or their child's case manager.
- To obtain letter from CPS website: Parent/Guardian/18-Year-Old Student Request to Audio Record 504, IEP and/or Special Education Evaluation Meetings
- To obtain the letter from special services office:
 - phone: 573-214-3459
 - email: sped@cpsk12.org

What is the timeline for requesting to audio record the 504, IEP and/or Special Education Evaluation Meeting?

- It is preferable the parent/guardian/18-year-old student makes the request when the meeting is scheduled; however, they can make the request in writing using the form letter provided within 3 days of the meeting to allow sufficient time for approval and access to technology for the meeting. If the meeting was scheduled in less than 3 days due to parent/guardian/18-year-old student's waiver of 10-day notice requirement, they may still request to record and the district will make every effort to provide this accommodation if written request, i.e., form letter, is approved and technology is available.

If the parent/guardian/18-year-old student does not submit this request within the timeline, will the 504, IEP and/or Special Education Evaluation Meeting be rescheduled?

- It depends. The district will make every effort to reschedule unless the guardian has already been given two written notices of the meeting and Section 504 or IDEA timelines require the meeting to be held.

Does approval for audio recording only apply to the upcoming 504, IEP and/or Special Education Evaluation Meeting?

- No, it will apply to all 504, IEP and/or Special Education Evaluation Meetings for the school year from the time of the approval.

Once approved, if the parent/guardian/18-year-old student decides before the meeting they do not want to record, will the district still record?

- No, the district will only record the meeting if the parent/guardian/18-year-old student chooses to record.

Can the parent/guardian/18-year-old student record other school related meetings such as Parent Teacher Conferences, Discipline Meetings, etc?

- No, unless the purpose of the meeting is a 504, IEP and/or Special Education Meeting, CPS board policy KKB prohibits such recordings.

Will this document be maintained as part of my child's educational record?

- Yes, the recording made by the district is subject to Federal Family Educational Rights and Privacy Act (FERPA) and thus subject to confidentiality requirements.

Special Services Website – Special Education Process For Parents

Procedural Safeguards, Parents' Bill of Rights & Request for ADA Accommodation to Record Meetings

<p>Special Services</p> <ul style="list-style-type: none">•Special Services Home•2019-20 School Year Parent Welcome Letter•Overview of Our Department & Description of Staff Roles•Early Childhood Special Education•District Special Education Coordinators & Support Staff•Special Education Building Department Chairs•Audio Recording of Meetings-Special Education Process For Parents<ul style="list-style-type: none">•Procedural Safeguards, Parents' Bill of Rights & Request for ADA Accommodation to Record Meetings•The Referral for Special Education and Evaluation Process•How is my child determined eligible for special education services?•So my child is determined eligible, what's next?•Understanding the IEP•Post-Secondary Transition Process For Parents•State Plan for Special Education•Local Compliance Plan July, 2019•Health Services•COMO SEPTA (Columbia, MO Special Education PTA)•Mental Health Resources•Interagency•Parent Overview of Section 504	<p>Home » Departments » Special Services</p> <h3>Parent Rights under the IDEA</h3> <p><i>Procedural Safeguards:</i> This document gives you an opportunity to understand your rights, the rights of your child, and the procedures for resolving differences.</p> <p>Procedural Safeguards - English</p> <p><i>Parents Bill of Rights:</i> This document should be provided to you when your child is determined to be eligible for special education services, or when the initial Individualized Education Program (IEP) is developed.</p> <p>Parents' Bill of Rights - English</p> <p><i>Recording of Meetings:</i> Can the educational decision maker (parent/guardian/18-year-old student) record school related meetings?</p> <ul style="list-style-type: none">• No, except in certain circumstances. CPS Board Policy KKB does prohibits the recording of meetings unless the parent/guardian/18-year-old student requests an exception based on their own need to audio record. If the parent/guardian/18-year-old student can indicate need to record, to support their participation and understanding of the meeting, they may exercise their right to do so under Section 504 and/or the Individuals with Disabilities Education Act (IDEA). <p>Board Policy - KKB: The Board of Education prohibits the use of audio, visual or other recording devices at meetings held pursuant to the Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act of 1973, as well as other meetings among district employees and between district employees and parents/guardians. Exceptions to this prohibition will be made only in accordance with Board policy and law. Requests for such exceptions must be made within a reasonable period of time prior to the scheduled meetings. This prohibition does not apply to conversations held within view of district security cameras.</p> <p>How does the parent/guardian/18-year-old request an exception to audio record a 504, IEP, or Special Education Evaluation Meeting?</p> <ul style="list-style-type: none">• They can obtain the "Letter to Request to Audio Record 504, IEP & Special Education Evaluation Meetings" from the district website (link below) and/or by requesting the letter from the CPS Special Services office.• To obtain letter from CPS website:• To obtain the letter from special services office: Parent/Guardian/18-Year-Old Student Request to Audio Record IEP, 504 and Special Education Evaluation Meetings<ul style="list-style-type: none">▪ phone: 573-214-3459▪ email: sped@cpsk12.org <p>For more information related to the process to request an ADA accommodation to Audio Record a 504, IEP and Special Education Evaluation Meeting, please review the following link: Frequently Asked Questions Related to Audio Recording Meetings</p>
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Special Services Website – Parent Overview of Section 504

Special Services

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- Interagency
- Parent Overview of Section 504

Home Departments Special Services

Parent Overview of 504 & Frequently Asked Questions

SECTION 504 PROCEDURES FOR COLUMBIA PUBLIC SCHOOLS

Section 504 of the Rehabilitation Act of 1973 is a federal law that prohibits discrimination against persons with disabilities in any program or activity that receives federal financial assistance from the United States Department of Education. The Columbia Missouri Public School District is a recipient of federal financial assistance from the United States Department of Education and, therefore, is covered by Section 504.

Parent and Students Rights Under Section 504: Section 504 Procedural Safeguards

Section 504 Compliance Manual: Section 504/Title II Compliance Manual

Parent/Guardian/18-Year-Old Student Request to Audio Record For Parent/Guardian/18-Year-Old Student Request to Audio Record 504, IEP and/or Special Education Evaluation Meetings

For more information related to the process to request an ADA accommodation to Audio Record a 504, IEP and Special Education Evaluation Meeting, please review the following link: [Frequently Asked Questions Related to Audio Recording Meetings](#)

Frequently asked Questions:

How does Section 504 work in schools?

Section 504 requires schools to meet the needs of students with disabilities as well as it meets the needs of non-disabled students and prohibits the school district from discriminating against students with disabilities. In Columbia Public Schools, this is done by writing a plan which details the accommodations and/or modifications legally required for the student with a disability to receive equal access to the educational environment.

Who is covered under Section 504?

In the public school system, any student that is 3-21 years of age and has a qualifying disability is covered under Section 504.

What does "disability" mean under Section 504?

A disability is any physical or mental condition that substantially limits a "major life activity." Major life activities include but are not limited to: caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating or working. A major life activity may also include the operation of a major bodily function including functions of the immune system, normal cell growth, digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, and reproductive.

Who can refer a child for consideration for evaluation under Section 504?

Anyone can refer a child for evaluation under Section 504. The key to referral is whether the school district staff suspects that the child is suffering from a mental or physical impairment that substantially limits a major life activity and is in need of either regular education with accommodations and/or modifications or special education and related services.

What information is used in doing an evaluation under Section 504?

Under Section 504, no formalized testing is required. The 504 team should look at grades, teacher reports, information from parents or other agencies, state assessment scores, discipline records, attendance records, and health information. A single source of information cannot be the only information considered. Schools must be able to assure that all information submitted is documented and considered.

What is a 504 plan?

If a student meets the eligibility criteria AND accommodations and/or modifications are needed, a 504 Plan is written. The 504 plan is an individualized plan created by the team that outlines the student's disability and needs. The accommodations and/or modifications that are to be implemented to meet the student's needs are also spelled out. The 504 plan is reviewed on an annual basis by the knowledgeable team but can be reviewed at anytime upon request. Every three years, or earlier if necessary, a re-evaluation is held to determine if the student continues to be a student with a disability under Section 504.

***Letter to Request to Audio Record 504, IEP &
Special Education Evaluation Meetings***

[DATE]

[NAME OF Parent]

[ADDRESS]

Re: Reasonable Accommodation for my disability

Dear Director of Special Services:

I understand that Columbia Public Schools prohibits the recording of my child's Section 504 Meetings/Individualized Education Program (IEP) meetings, and special education evaluation meetings. I also understand that the policy permits me to request an exception based on my need to audio record if I can show I need to do so in order to exercise my right under Section 504 and/or the Individuals with Disabilities Education Act (IDEA) to participate and understand those meetings.

I understand that even though I do not have to show a need for accommodation when requesting public accommodations from the Columbia Public Schools (e.g. accessing events open to the general public such as a play or musical performance or a school board meeting) and can merely request an accommodation to access such an event (which will be granted as long as it is reasonable or which will have a reasonable alternative provided), I do have to indicate a need for accommodation when asking for an exception to the policy prohibiting recording of my child's meeting which is not a public accommodation.

I am a qualified individual with a disability, as defined by the ADA. My disability requires audio recording in order to participate and understand my child's Section 504/IEP meetings/special education evaluation meetings.

Therefore, because of my disability, I request to audio record the upcoming 504, IEP and/or special education evaluation meeting for my child/ren as allowed through the Columbia Public Schools board policy KKB. This request applies to the following IDEA and/or 504 eligible students:

_____ (student name)

_____ (student name)

_____ (student name)

_____ (student name)

My disability is (NOTE: attach additional pages if needed):

My disability requires recording of the meeting because (NOTE: attach additional pages if needed):

I understand you must receive this request at least three school days prior to the meeting to allow the district sufficient opportunity to respond and make available necessary equipment if approved. I also understand if the meeting is scheduled in less than 3 days due to parents' waiver of 10-day notice requirement, I may still request to audio record by completing and submitting this form, and upon receipt of this form, the district will make every effort to provide this accommodation if the request is approved and technology is available. Additionally, I understand the district will also audio record the meeting and will maintain the district recording as part of my child's educational record. Finally, I understand my request only applies to meetings during the current school year and that I will need to resubmit a new request for each new school year thereafter.

Please provide your email address below as this will be used to communicate our response. If email is not available, please provide your mailing address:

Email address: _____ OR

Mailing address: _____

Sincerely,
Signature

Printed Name _____

Return this completed form to the Director of Special Services within 3 school days prior to the meeting. If the meeting is scheduled in less than 3 days due to parents' waiver of 10-day notice requirement, please submit the completed form prior to the meeting. Upon receipt, the district will make every effort to provide this accommodation if the request is approved and technology is available.

Address: 1818 W. Worley
Columbia, MO 65202

Email: sped@cpsk12.org

**Documentation to Consider Guardian Request to Audio Record for Child's File
For Office Use Only:**

2019-2020 School Year

_____ (parent/guardian) requested to audio record the upcoming 504, IEP and/or special education evaluation meeting for their child/ren as allowed through the Columbia Public Schools board policy KKB. This request applies to the following IDEA and/or 504 eligible students:

_____ (student name)

_____ (student name)

_____ (student name)

_____ (student name)

Parent/Guardian request to audio record Section 504 and/or IDEA meeting received on _____ (date) was:

Approved: _____ Denied: _____ Date: _____

****This form will be attached to the child's student record in SpedTrack.**

File Name: "First Name Last name" "Date of Approval/Denial" "Guardian Approval to Audio Record"

Ex: John Smith 2.7.00 Guardian Approval to Audio Record

Ex: John Smith 2.7.00 Guardian Denial to Audio Record

Instructional Process for Staff to Audio Record 504 and IDEA meetings (found in SpedTrack document library & in training PowerPoint:

Steps for School Staff:

- ***Planning for the meeting:***
 - Obtain digital recorder from building department chair, or designated building staff member, assigned to keep the recorder.
 - Ensure digital recorder is sufficiently charged. Additional AAA batteries can be requested from the Special Services Office when needed.
- ***At the meeting – Tips to run an effective and collaborative meeting:***
 - Keep a positive mindset! Remember all parties at the meeting only want what's best for the student.
 - Be confident in your professional abilities. You know your area of content!
 - Come prepared for the meeting.
 - Respect the input of all parties and professionally address differences of opinion.
 - Use parent friendly language and take the time to ensure understanding and opportunity for meaningful parental participation.
- ***At the meeting – Steps to record & begin:***
 - Turn on recording device by holding down the power switch on side of recorder.
 - Increase the volume to full power by pressing the top button on the other side of the recorder.
 - Place the recording device in the center of the table.
 - Press the REC/PAUSE button to begin recording.
- ***At the meeting – Script to begin meeting:***
 - To begin the meeting, the LEA will read aloud the following script:
 - Welcome to today's IEP meeting for: [NAME OF CHILD]. Today is [STATE THE DATE AND TIME].
 - My name is [NAME OF LEA] and I will be facilitating today's meeting.
 - This meeting is being recorded because of an allowable exception to Board of Education Policy KKB which permits a guardian to audio record an IEP meeting.
 - At this time, I will ask [NAME OF GUARDIAN] to confirm that s/he confirms that a recording was requested by the guardian.
 - Guardian says yes.
 - This is to confirm [NAME OF GUARDIAN] has said yes.
 - At this time, and as a part of the IEP meeting process, I will ask each meeting participant to state their name and role.
- ***At the end of meeting – Steps to end meeting & recording:***
 - To end the meeting, the LEA will read aloud the following script:
 - Thank you for attending today's meeting. This recording will be stored as part of [NAME OF CHILD'S] educational record.
 - The finalized IEP the team developed today will be provided to you within 20 days.
 - Turn off the recording device (press STOP) to end recording.

- ***After the meeting – IEP/504 of Special Education Evaluation case manager responsibilities:***
 - **When the meeting is complete, the case manager will secure the recorder and immediately complete the Record of Audio Recorded Meeting document found in SpedTrack document library.**
 - **Within 24 hours, the department chair or process coordinator will extract the recording from the recorder and place on thumb drive.**
 - **The department chair or process coordinator will bring the thumb drive & Record of Audio Recorded Meeting document to the Special Services Office or send it through interoffice mail.**
 - **Audio recordings will be kept on a thumb drive in the Special Services Office at Aslin.**



Record of Audio Recording



Instructions

Record information relative to the audio recorded meeting below.

Meeting Details:

Student Name

Type of Meeting (504, IEP, Evaluation)

Date of Meeting

Start Time of Meeting

Meeting Participants & Role

Meeting Participants & Role

Name of Person
Completing Form

Date Form & Thumb Drive
Sent to Special Services Office

Special Services Office Use Only:

Date Form & Thumb
Drive Received

MM

DD

YYYY

Training Timeline

2019-2020 School Year

- The training PowerPoint will be emailed immediately to building administrators. Principals are encouraged to share information with building staff. Q & A session will be available at an upcoming principal's meeting this Spring.
- The training PowerPoint will be emailed immediately to district special education coordinators and secondary department chairs. A Q&A session will be available at an upcoming coordinator meeting.
- The training PowerPoint will be emailed immediately to all special education teaching staff.
 - Elementary: A Q&A session will be available with their building process coordinator at an upcoming department meeting.
 - Secondary: A Q&A session will be available with their building department chairs at an upcoming department meeting.
 - Motor Services/Eval Teams: A Q&A session will be available at an upcoming cohort meeting.

Technology

The short-term solution for storing the IEP and Section 504 meetings as part of the students' educational record was adopted from Special School district in Missouri.

All schools have been provided one digital recorder except high schools which received two recorders due to their size. All schools were provided one flash drive and batteries for the recorders. The cost for these items is below.

	Total:
Digital recorders: \$68.15 each	\$2,589.70
Flash drives: \$33.99 10 pack	\$135.96
Batteries: \$24.99 100 pack AAA	\$24.99
	\$2750.65

Replacement of broken and lost supplies:

To account for broken and lost items, \$500 has been added to the budget for the 20-21 school year.

The long-term solution for storing IEP and Section 504 meetings as part of the students' education record could change if the state changes the law to allow recordings and defines specific storage parameters.

