



Y16 Combined Facilitator Summary Report, Facilitator Self-Evaluation, and Dispute Resolution Team Evaluation

Georgia Department of Education
 Richard Woods, Georgia's School Superintendent
 "Educating Georgia's Future"

In an effort to collect necessary data and to provide required oversight over this alternative dispute resolution process, this form must be completed following your facilitation, as per your contract. Be advised that reimbursement for services may be delayed if this form is not received.

Facilitator Summary Report

Case Number:	Click here to enter text.	Facilitator Name:	Click here to enter text.
School District: Click here to enter text.			
Date of Facilitation: Click here to enter a date.			
Approximate Start and Stop Time of Facilitation: Click here to enter text. TO Click here to enter text.			
Were there any breaks? If so, how many and how long. Click here to enter text.			
Location of Facilitation: Click here to enter text.			
Attendees:			
Click here to enter text.		Click here to enter text.	
Click here to enter text.		Click here to enter text.	
Click here to enter text.		Click here to enter text.	
Click here to enter text.		Click here to enter text.	
Click here to enter text.		Click here to enter text.	
Major Issues Facilitated:	Click here to enter text.		



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<p>Consensus</p>	<p><input type="checkbox"/> Consensus not reached</p> <p><input type="checkbox"/> Consensus reached on some, but not all major issues. The LEA had to make one or more decisions.</p> <p><input type="checkbox"/> Consensus reached on all major issues</p> <p><input type="checkbox"/> Other (explain): Click here to enter text.</p>
<p>Level of Contentiousness</p>	<p><input type="checkbox"/> Very high conflict; required continual use of advanced conflict management skills</p> <p><input type="checkbox"/> High conflict; occasionally required use of advanced conflict management skills</p> <p><input type="checkbox"/> Average amount of conflict; required facilitation and communication skills to keep process moving forward</p> <p><input type="checkbox"/> Little or no conflict; facilitator skills used intermittently</p> <p>Comments: Click here to enter text.</p>
<p>Relationship Dynamics</p>	<p><input type="checkbox"/> Relationship between parent and school is significantly damaged; they have a strained or non-functioning working relationship.</p> <p><input type="checkbox"/> Relationship between parent and school is fragile and uncertain; likely further GaDOE intervention will occur.</p> <p><input type="checkbox"/> Relationship between parent and school is workable, although tentatively so.</p> <p><input type="checkbox"/> Relationship seems to have improved and team seems likely to be able to work together in the future.</p> <p><input type="checkbox"/> Parent and district displayed trust marked by positive interactions; high expectation for sustainable working relationships.</p> <p>Comments: Click here to enter text.</p>
<p>Participant Preparation</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No The general education teacher came prepared, with data, to discuss student progress.</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No The special education teacher came prepared, with data, to discuss student progress.</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No The related service providers came prepared, with data, to discuss student progress.</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No The LEA representative came prepared with multiple options to utilize in problem-solving.</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No The parent came prepared to discuss issues/concerns regarding student progress.</p>

Facilitator Self-Evaluation (Choose One Answer)

1. Educated the parties about the facilitation process	Choose an item.
2. Facilitated introductions and roles	Choose an item.
3. Clarified or stated agenda	Choose an item.
4. Established ground rules for everyone to follow	Choose an item.
5. Guided the process	Choose an item.
6. Gave each party ample time to present their views	Choose an item.
7. Managed group interactions	Choose an item.
8. Maintained focus on student needs	Choose an item.
9. Dealt with group conflict	Choose an item.
10. Rephrased or summarized information	Choose an item.
11. Demonstrated impartiality throughout the meeting	Choose an item.
12. All issues were adequately addressed	Choose an item.
13. Summarized or wrapped up the meeting	Choose an item.
14. Assisted with developing an action plan	Choose an item.
15. The results of the meeting were positive	Choose an item.
16. The overall rating of your performance	Choose an item.
<p>Identify any topics on which you would like to have more training or provide any additional comments: Click here to enter text.</p>	

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Dispute Resolution Team Evaluation (Choose One Answer)

1. The Dispute Resolution Team provides me with the resources I need to be successful.	Choose an item.
2. The Dispute Resolution Team treats me with respect.	Choose an item.
3. The Dispute Resolution Team is available to answer my questions or to discuss my concerns.	Choose an item.
4. The Dispute Resolution Team exhibits professionalism in written materials.	Choose an item.
5. The Dispute Resolution Team is timely.	Choose an item.
6. The Dispute Resolution Team considers my input.	Choose an item.
7. I would be comfortable bringing an issue of concern to the Dispute Resolution Program Manager.	Choose an item.
Comments: Click here to enter text.	