



SPECIAL SERVICES, JOHNSON COUNTY and SURROUNDING SCHOOLS:
Certified Personnel Performance Checklist for Participation in Case Conferences

CPPC-2

Person Completing the Form: Building Administrator Co-op Administrator Other: _____

Name of Employee being observed: _____ Observer: _____

School/Corporation: _____ Date: _____ Time: _____

The following checklist may be used during an observation of an employee during a case conference:

Is this an initial conference? Yes No

Is the employee chairing the conference? Yes No

What other role is the employee performing (TOR, Evaluator, TOS, etc.): _____

NOTE: Highlighted areas are responsibilities of case conference chairperson.

	Expectations	Yes	No	Not Observed	Not Applicable
1	Introductions were made.				
2	Purpose of the meeting was shared.				
3	An agenda was reviewed.				
4	Parents rights were offered/reviewed.				
5	Present levels were shared.				
6	Parent input was encouraged.				
7	Parent concerns were discussed and addressed.				
8	Suggested goals were appropriate for student.				
9	Recommended services were appropriate for student's needs and abilities.				
10	Written notes were taken and accurately reflect conversation during case conference.				
11	Case conference was run efficiently, closely following the agenda.				
12	Information/data was presented succinctly and clearly.				
13	Actively participated in the case conference.				
14	Shared accurate information.				
15	Diffused contentious situations.				
16	Checked for understanding of all ccc members.				
17	Checked that all appropriate members were present or excusals were completed.				
18	All appropriate forms/signatures obtained.				
19	Follow up duties were clarified (Rights were reviewed accurately in understandable terms).				

Strengths/Concerns/General Notes/Recommendations: