



Special Education IEP Team Chair Institute 2025-26

Does this sound like you?

As a team chair, have you struggled to build a climate of trust where everyone feels safe and heard? Do you find it challenging to balance legal obligations, ethics, and relationships in emotionally charged meetings? Are you looking for tools to present data and critical information in ways that engage stakeholders and keep meetings on track? Do you need strategies to better prepare for and lead meetings effectively?

The team chair plays a critical role in balancing curriculum, instruction, student services, and family engagement—while maintaining strong relationships with colleagues, students, and families. Yet the work can become conflict-driven, complex, and isolating, with few opportunities to turn experience into wisdom. In a process where optimism and belief in the system are essential, you must sharpen your ability to read the room, set the tone, and handle the physical and emotional toll of stress.

This program will help you lead meetings where shared goals are recognized, navigate the demands of each stakeholder, and turn daily interactions into opportunities for growth.

testimonials

SPED Laws have been an area that I have been looking to grow in and I have learned so much from this PD. I have also gotten some great tips on how to more efficiently and effectively chair meetings.

I FEEL LIKE I CAN APPROACH CHALLENGING SITUATIONS THAT MAY ARISE WITH MORE CONFIDENCE AND CALMNESS.

Abby and Robin have an abundance of knowledge of special education law, process and procedure. Their approach to sharing this knowledge included a mix of expertise, humor, curiosity and encouragement which is always appreciated in this challenging field of education.

Robin and Abby were so knowledgeable it was incredible. Not only on the topics that they prepared for the class, but on questions that they were asked on the spot. They provided examples that they have come across and provided wording that we can use. They were also super welcoming and created an environment that felt safe to share and ask questions. It was truly judgement free. I would 100% sign up for a class by them in the future.



a convenient hybrid schedule

8 monthly meetings, October - May

- **In person:** October 17 & May 8 (10-2pm)
- **Remote:** November 5, December 3, January 7, February 4, March 4 & April 1 (1-3pm)

Location for in-person meetings: Franklin, MA

MEET YOUR FACILITATORS:

[ABBY HANSCOM](#) & [ROBIN FABIANO](#)

✓ strengthen your skills

- Increase understanding of MA regulations
- Strengthen collaboration skills
- Reduce isolation and engage with colleagues doing the same work
- Problem solve within a group of supportive colleagues
- Refine IEP documentation
- Get support with challenging cases/meetings
- Give and receive constructive feedback to improve practice
- Role play and practice challenging conversations with peers

✓ learning designed for you

- Build your network - Learn from peers in this highly interactive, supportive and confidential small group setting.
- Discover practical applications - Pose questions and present issues from your current work for problem solving & strategizing.
- Develop leadership skills - Acquire skill in leading teams within the school or district.

[register today](#)
[enrollment is limited](#)

https://docs.google.com/forms/d/e/1FAIpQLSfhM-muXNs1eB-gdJeatW_EEVJjWVNBeyg8AQ1fLQByfd7_A/viewform?usp=sharing

