Leads Meeting 9/21/26

- WSS Assessments/Observation keeping
    - Jackie – set time for 'training'
    - Extra checklists in office
- Goal Sheet reminders – out by 10/16? **23?**
- Ways to use Brightwheel
    - Note keeping/portfolios State standards – Mandy reach out and see if can add ELOFS or WSS, etc. Can record observation posts – ENSURE STAFF ONLY
    - Events office access only ☹
    - Newsletters getting photos on phone vs computer
- Parent Communication/Child Concerns
    - Documentation (observations AND communication)
        - Please keep track of when communicate with parents/reach out to parents with no response and what discussed – send to office. Email preferrable over BW for ease of finding and confidentiality
- Field Trip Dates
    - White Clay – fun but too late for this year. Will reach out to Fair Hill/Ashland re: in house 'trip' DSWA?
    - Firehouse? – will try to find contact. NPD as well – bring car/uniform/etc
    - Cob Hill 4/23
    - Chicks (3s) 5/17 need to get date to parents ASAP
- Specials update – working to cover PE, Valerie Downey helping with storytime
- Sign in Sheet out (finally downstairs)
- Will be getting schedules early hopefully for open houses, etc this year
- What cover for parent orientation
    - Schedule
        - Everyone do 2 OR
        - 6 – 6:30: 217 MWF, 106 both, 211
        - 6:45 – 7: 217 TR, 12, 215, 216
- How make Leads Mtgs more productive/helpful
- Minutes/reminder-follow up from last month, feedback from upper ages for lower ages, email week before (for topics/reminders?)
    - Age group pow-wows?
- Sensory/Toy refresh
- Room 213
- Fire Drill?
- Anything else?
    - A lot of 4 year olds in diapers this year – diaper policy?
    - Charcuterie for Teacher Appreciation week
    - Halloween Parade PreK 9:30 as usual
    - Resources (don't remember what this was regarding)
    - Board members bringing info back to teachers (and vice versa)
    - Pastor Tonya interested in reading to classes

Leads Meeting 10/19/26

Last Month:

- Set date for Goal Sheets (10/23 – but just let me know if yours are delayed or you need anything else)
- WSS check in
- Discussed documentation when have a student with concerns
  - Please document when contact/try to contact parents as well as what discussed and share with office along with observations/concerns, etc.
- Field trips – looking for in-house this year, work to replace Milburn next yr
- How can Leads Meetings be most productive for you (age group 'pow wows?')
- Parent orientation info/Fire Drill/etc.

New topics:

- Allergy Policy
  - Reviewed and approved by board pending any changes from teachers – letter sounds good. Will share final copy with snack options for any last input by next staff meeting. Once ready, office will send out notice of new policy to parents and it will be added to the handbook – classroom letters such as the draft attached will be given to teachers and sent out to classes each year. These will specify specific snack options for nut free, school safe snacks to be shared with most rooms. Rooms with allergies other than nuts will be given a allergy specific letter to share instead at the beginning of the year. These letters will be created by the office with teacher input and all classrooms will send the same information once final draft is created.
  - Snack options lists – I will fill in options for generic letter (to be used in classrooms with no allergies other than nuts) and share for input, please let me know if others should be added. Discussed benefits of making the list brand specific as much as possible.
  - Snack Safely guide: https://snacksafely.com/guide-peanut-tree-nut-free/
- Goal sheet update
  - Officially make October goal sheets an opportunity to request fall conferences? Need to schedule times? – Yes to using goal sheets as a impetus for requesting fall conferences for students that we are seeing concerns with. Do not need set day like fall, few enough that we can schedule as needed (if coverage needed just let the office know – free before/after care always an option as well)
  - Do we want to re-vamp goal sheet/process at all? – These are important as they count as individualized plans for each student as required by licensing. Currently feels as if everyone is doing something a little differently when they should probably be more uniform. Need to review what is included now that not being based on ASQ. Please bring sample of your goal sheets to next leads meeting to compare and tighten up process moving forward. Possibly

having something prefilled? Openended? Comment section? Based on WSS or ELOFs?

- Schedules for MAD day & Pictures (& Christmas) – please send circle times and/or times to avoid to me via email to help with scheduling
- Parent Volunteer Days – Tasks
    - Book room, sensory items, yoto cards, other cleaning? – please reach out with any other needs/ideas we can utilize parents for. Hoping to start having a day each month to invite volunteers in but need set tasks for them.
    - If help clean/organize do we need a baseline/labels/etc first?
- ABC Fashion Show (PreK)
- Friendsgiving
- Leads meeting 'trainings'? (cricut, projector, etc) – yes please! Will plan on bringing cricut to leads this year to start.
- Sensory wish lists especially after training – I can try to make this shareable with stuff sent to me over the summer included. – sticker/soft/sequin section of wall or pillows, sensory brush (dry brush/baby brush)
    - Possibility of having Lauren come in to consult/email with situations for suggestions?
- Any other issues/needs/to dos?
    - Add other holidays to staff calendar to help with awareness of what families might be celebrating
    - Help suzy (and whoever else is interested) get projector set up for more regular use
    - Cameras in the classrooms? Just starting conversation to get thoughts, no plans yet – absolutely NO parent access, solely for insurance/safety/etc. audio vs. no audio?
    - Double toilet seats for toilets to help with smaller students
    - Possibility of turning upstairs bathrooms into 1 big bathroom (probably not, but can ask!)