

# 1ST SUPPORT STAFF MEETING AGENDA ITEMS

*By Heather from A Love for Special Learning*

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## **Personal Connection**

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- How was your summer break? or Happy news to share
- Swap cell phone numbers
- Preferred method of communication (create a healthy boundary) and when/how you will respond
- Get picture of each staff member (for future visuals)

## **Classroom Layout & Schedule**

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- Where different activities/tasks will take place
- Where to find supplies and how/where to look when they run out or who to re-order from
- Where to safely store personal things
- Review class/student's schedules and seating chart

## **Roles & Responsibilities**

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- Expected morning tasks before students arrive
- Expected afternoon tasks after students leave
- Daily tasks (check email, reset an activity, clean-up, etc)
- Expected level/type of communication directly with parents/families, if allowed
- How you want to be alerted to absences (optional)
- Bus pick-up/drop-off
- Expectations when in the community (stick to schedule, how to handle an emergency, etc)
- Bus expectations
- Personal cell phone/computer use during classtime expectations (where should their focus be)
- What to be cognizant of this year that may be different from last year

## **Students**

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- Class list
- IEP goals, BIP plans, general strengths and needs for each student
- Health, medical, and seizure action plans for each student
- Overarching goals for the class
- Review 1:1, 2:1, 3:1 and classroom aide support AND how/when to collect IEP goal data
- Assistive technology (AAC, wheelchairs, walkers, etc)
- Safety specific to student needs (transferring, transporting walkers on bus, etc)
- Changes from last year that are noteworthy

## **Other**

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- Send feedback preferences survey and how to share when there is friction or an issue
- Set-up daily or weekly reminders in phone for meetings or tasks
- Immediate to-do's before 1st day of school
- Run through hypothetical situations (things that may happen at the beginning of school or happen frequently)
- Meeting Norms, develop or review so every approaches a meeting on the same page
- Personality test/game (informal)
- Where to find substitute teacher notes
- How to handle emergency drills in the room (fire, tornado, etc)