

**From:** [Brown, Kerry](#)  
**To:** [Megan McNally](#)  
**Subject:** Re: [EXTERNAL] Re: Highland Park Operational Plan Follow Up  
**Date:** Friday, December 1, 2023 12:50:36 PM

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Hi Megan,

Can we chat on Monday? I actually have a question about the Dynamic Assessment you maybe be able to help me with :) If Monday works let me know what time works best for you and I'll send you a Teams link. Thanks!

Kerry

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**From:** Megan McNally  
**Sent:** Friday, December 1, 2023 12:04:04 PM  
**To:** Brown, Kerry  
**Subject:** [EXTERNAL] Re: Highland Park Operational Plan Follow Up

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Hey Kerry,

Thanks for your email! Let me know when you can chat about #1. I have a few questions.

2. For the structured observation tool we will be using both the Reflective Practice Model through Tools of the Mind and the Dynamic Assessment through Tools of the Mind

3. As part of the team, we do representation from each grade, through 2, including administration.

Have a wonderful weekend,  
Megan

On Fri, Dec 1, 2023 at 11:19 AM Brown, Kerry <[.@..](#)> wrote:

Hi Megan,

Thank you for submitting your Operational Plan. Below are the comments I have regarding your submission. Please let me know if you have any questions.

1. Who is serving as the preschool social worker? A preschool social worker is a required position through PEA. A school district shall provide a social worker holding the appropriate credentials in social work, pursuant to N.J.A.C. 6A:9B-14.5, for every 300 preschool children enrolled at in-district settings. In school districts with fewer than 300 preschool children enrolled at in-district settings, the social worker position may be combined with another position with the same qualifications.
2. **Operational Plan Question:** What coaching tools and methods will the Preschool Instructional Coach(es) utilize regularly with classroom teachers and staff?

**District Answer:** “The use of performance-based assessment data and results of structured classroom observations to determine and support a high-quality curriculum implementation, plan specific goals, and create training opportunities”.

**Office of Preschool Education Response:** The Preschool Instructional coach should be using a structured observation tool? Which will be used?

3. **Operational Plan Question:** Who will make up the district’s transition team and what are their positions/roles?

**District Answer:** “The district transition team will be composed of the principal, the PIRT and PIC roles, preschool and kindergarten teacher representatives, guidance counselor, interventionist, ESL teacher and school nurse”.

**Office of Preschool Education Response:** Please consider having representation from grades 1-3 on the transition team.

I looking forward to working with you! Have a great weekend.

Sincerely,

Kerryn

***Kerryn Brown, M.Ed***

Education Program Development Specialist 2

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