

Coalbanks Elementary School

Staff Meeting Agenda

December 7, 2018

12:00 p.m. Start

VISION:

Building community through nurturing relationships and developing global, empathetic citizens.

Construir una comunidad cultivada por relaciones afectivas y el desarrollo de ciudadanos con perspectiva global y empática.

MISSION:

We will strive to nurture an inclusive environment where students learn the skills to be dynamic members of the global community.

Haremos el esfuerzo de promover un ambiente inclusivo donde los estudiantes puedan aprender las habilidades que les permita ser miembros dinámicos en una comunidad global.

CORE COMMITMENTS

- Ensuring that decisions and practices are based on what is best for kids. Kids always come first.
- Working with all partners to explore creative and flexible pathways to meet the academic, emotional and social needs of learners.
- Promoting a growth mindset to establish a culture of high expectations for staff and students.
- Building and establishing relationships characterized by trust, integrity and mutual respect.
- Learning and working collaboratively.
- Using data and research to inform ongoing decision-making.
- Having the courage and consideration to have difficult conversations.

Itinerary

- 12:00 – Christmas Lunch
- 1:00 – Staff Meeting Agenda

Recognitions

- Thank you teachers for doing an incredible job on your report cards and parent teacher interviews. Our attendance rate for term one was outstanding and that is because of your efforts. We are a very lucky school to have such fantastic teachers.
- Thank you to our caretaking staff. They do a bang up job keeping our school clean.
- Thank you to Thea and all those who helped make the Remembrance Day assembly special.
- Thank you Marnie R. for working with Chapters and making the fundraiser such a success.
- Thanks to our wonderful administrative assistant team who is outstanding, so flexible and always willing to lend a hand. You guys are awesome!
- Thanks to Ainsley for all of her efforts and fabulous support thus far in her first year as Vice Principal. It is great having you on the Coalbanks team.

Parking Lot Concept for Staff Meetings

REPORTS:

1. Office Report – Christina

- Thank you to those that are having students use your classroom phone to have students call parents if they are sick or need something from home. If you do send a student to the office if you are unable to make the phone call.
- A friendly reminder that registration will open in the new year. Please see below for details:
 - Spanish Teachers Intent Checklist Due to office Dec 17th
 - Spanish Kindergarten Registration Jan 7-11
 - English Kindergarten Registration Opens Jan 14
 - Continuing EEP Registration Opens Jan 21
 - New EEP Registration Opens Feb 28

2. Portable/Classroom Update/Enrolment – Joey

Sierra will move into her space on Dec 20th and students can start using the hall door at recess.

3. Admin Report – Joey

- None at this time.

4. Caretaking Report – Eugene

- Garbage Outside
Caretaking is picking up a ton of garbage each day from outside. Caretaking is proposing a garbage brigade for students. The green team can possibly lead the group. Please remind that your students that they need to throw their garbage in the trash cans. Please also encourage students to put their indoor shoes on right away when arriving to school.
- Items on Doors and Windows
Please absolutely nothing on your doors.
It is very important that you close your windows at the end of the day.

5. Learning Commons Report – Marnie R.

None at this time.

6. Social Committee Report – Jessica

- Secret Santa
Optional \$20. Draw will be made Monday.

7. LST/Literacy Report – Erin

- Excellent job getting ISPs signed! If you have any others, please leave them in my mailbox.
- LLI resources: while LLI groups are being offered by Mandi or myself, please do not take any LLI resources at that level out of the literacy room
- There is no RTI in December - we will continue the current schedule into the New Year
- WISE plans: collaborative behaviour action plans that come out of the SIVA program.

8. CARE Team Report – Zac/Crystal/Justina

• Staff Health Throwdown – Joey

- December 10th-15th. We challenge you and your staff members to eschew social media and encourage more face to face contact with your friends, family and peers in this holiday season. Social media for this challenge includes Facebook, Twitter and Instagram.
- For the week of December 10th to the 15th staff are encouraged to put a message on their social media accounts indicating they are away for this 5 day period.
- On December 17th each staff is to report to their Health Champion if they have accomplished this goal. If 50% of your staff complete the challenge the Health Champion will report this accomplishment to Deb Bosch.

Professional Sharing Time

1. Is there anyone that would like to share their PL from last month?
2. Grade 2/3 Sharing from this years' Literacy Summit
The 2/3 team shared their experiences at Literacy Summit. If you are interested in having a look at "Putting on the Blitz" please feel free to check it out from the learning Commons.

Actions for Discussion

• Sensory Room – Chelsey and Andrea D.

Sensory Room Objective

- Awareness of body in space, awareness of body balance and movement, self-regulation, speech and language communication and goals, sensory needs, zones of regulation
- If sensory needs are met, students will become better learners

Sensory room is a work in progress

30 minutes maximum per day (room has to have purpose and not be a free for all)

Space is EXTREMELY limited

No personal belongings (coats, etc.) being stored in the room as this clutters the room and can become distracting for the students

If you have specific items for your student (personal or board office) that have not been purchased specifically for the sensory room, we ask that they are taken in and out as the student uses the room as per clutter and distraction for others

Adult supervision is required

Tools/items must be checked in and out

- We are already missing items and pieces of items that we cannot afford to replace
- Keep it tidy and put items away when done!

Looking to the future

- Have a few ideas for fundraising to keep up with the demand of needed items
 - Sensory path on the floor of the commons area
- **Recycle Room – Aimee**
 Green team is finding that the plastic is not being sorted very well. In January, members of the team will visit classrooms to explain what can and can't be recycled. They are thinking of class rewards to encourage proper sorting. They will also work on posters to hand near your recycling indicating what to put where.
 - **Copy Budget – Joey & Christina**
 As of November 29th, we have used over half of the \$12,000 copy budget (\$6107.02). That does not include what we have spent on paper or colored ink. We are asking that you use good practice with your copying to avoid waste and unnecessary photocopying and printing. There is often copy jobs left on the staff room table for days and a lot of left jobs are being tossed into recycling. Please refer to the chart below for the number of print jobs per user as well as the totals for each printer.

USER	TOTAL JOBS SENT TO PRINTERS & COPIER FROM COMPUTERS: DOES NOT INCLUDE WALK-UP JOBS (AUG 2018 of Nov 2018)	TOTAL JOBS ON COPIER ONLY (SEPT 2017-NOV 2018)
8459	2199	29214
5022	1713	37729
3921	2134	25249
1876	415	289
4732	589	200
6215	3059	7244
1698	5191	5517
6498	28	1830
4753	179	134
2478	38	465
1653	6	606
5205	2160	24689
9598	467	659
1345	527	29269
4032	45	4926
8563	5145	28015
3364	1430	28075
8899	1198	4059
5458	7	942
3578	2898	6733
6874	9897	14345
4676	3981	7919

6412	2883	17353
2314	11825	32072
5517	290	
5977	4070	62088
1546	424	124
3674	833	10148
1170	424	317
2410	23	114
161616	749	20521
5148	823	2348
4011	3351	36845
3658	4416	5394
6940	179	396
1978	1200	42459
5987	755	14084
6113	361	35
9612		1923
9641		1753
COLOUR PRINTS	9029	
COPIER (JOBS SENT FROM COMPUTERS)	67529	
LEARNING COMMONS	2700	
RM 103	4878	

Support Staff May Leave at This Time

Actions for Dialogue

1. **ATA Update – Jeremy**
Jeremy will email ATA update. Please be sure to sign up for you account on the ATA website.
2. **ODOB Update – Laurie N.**
Please respond to Laurie’s email. Laurie will send out more info about fundraising and t-shirts.
3. **Collaborative Community Day Feedback – Joey**
What worked well, what suggestions do teachers have for the future, any other feedback?
If you have any feedback, please email to Joey so he can compile the info and send to Karen.
4. **Food Drive – Ainsley**
The bin I here and teachers are asked to keep a tally of items. The class with the most items will win a pizza party. There is also a family in our school that is in need and we will also make a care package for her family.
5. **Field Trips – Ainsley**
Volunteers/Forms
All volunteers need to have volunteer forms filled out fully. Feel free to check the blue volunteer binder in the office.

Just a reminder that kindergarten will be in charge of the assembly. It will be fairly short. The team welcomes your suggestions.

Adjournment