Minutes for Meeting - Library
Staff Meeting - June 7, 2022 3:45 PM

- **Staffing**

  Introductions for new Meadows West Family Members for the upcoming school year.

  - Allison Sawit Nursery
  - Aldo Furlan Kindergarten
  - Gina Florendo Grade 7
  - Emily Pagtakhan Grade 1-6 ASD
  - Jack Roede Music

  A vacancy for Grade 5 (.5 Term) will be posted

  Long Service Tea & Retirement

  - Diane, Wendy G, Wendy W, Sandra, Darlene

  The WTA reception will be June 9th at 5:00 pm and the WSD Long Service/Retirement Tea will be on June 10th at 2:00 pm.

- **Budget**

  Please be reminded that budgets are to be expended and receipts for reimbursement to be submitted by June 17th.

  In regards to field trips, please continue to collect in advance. If at all possible, please have an invoice faxed or emailed to the school for payment.

- **PAC (Parent Advisory Committee)**

  Meadows West is asking for school representatives on the PAC.

  This group has very good discussions and a fabulous partnership. The discussions are constructive with a forward momentum. Our PAC is doing a fantastic job and supports our school with many events that include subsidizing field trips. Please consider being a representative. Elvera and Tracey are interested.

- **Ergonomics update**

  The Division's Occupational Therapist is currently away and we are waiting for someone else within the department to contact us.

  Our next step is to plan and purchase chairs for our EAs and new staff.

- **Workplace Safety & Health**

  We will be having a few fire drills taking place and these will be announced in advance.

  A lockdown practice is scheduled for June 8th. A letter was sent (via SchoolMessenger) today at 3:30 pm with this information as well as the difference between a lockdown and a hold and secure situation.

The lockdown will take place June 8th at 10:00 am. Admin will announce this practice during morning announcements, 9:40 am and again at 9:55 am to prepare for the practice. “LOCKDOWN PRACTICE” signs will be placed on all entry doors. Daycare is included with this practice. When the practice is over, please debrief with your students. Please monitor the conversations over the next couple of days. Parents might even have questions for you or Admin.

The office will have all guests/volunteers sign in at the office as well as issue them an ID pass to wear to be identified within the school. Vests will be issued when they are on the grounds or volunteering with events. Please ensure your guest/volunteer has checked in with the office for these items.

- **Class Solver**

  Updated class lists will be sent, including the class they are coming from and going into. Please double check your lists. You can include the receiving teacher’s name and room # on the June report cards.

  We will be looking into having the students visit with their next year’s teacher before the end of the year to help with transition. Information on what this will look like will be out by the end of the week.

- **Term 3 Report Cards**

  Comments to Wayne (K-4) or Gabrielle (5-8) can be submitted anytime for feedback/grammar review and must be completed online by June 16th. Please do not include any homework in the report cards. Next step should be actionable, kid and summer friendly.

  Your comments are only required to include:

  - 2 Strengths
  - 1 Next Step
  - “Have a great summer”

- **End of Year Process**

  A year end task checklist is in your mailboxes which indicate recommended timelines for various year end tasks. If you have any questions please see the office or Admin.

- **Staff Device Sign Out**

  If you are wanting to borrow your equipment during the summer, please click on the link provided. See Karen if you have any questions.

  - **https://forms.gle/dkRDud8U6Yg63uUh8**

- Sunshine/Social Committee
  The BBQ was a great success and well received, therefore another BBQ will take place on Tuesday, June 14th. Please submit your order and $10.00 cash to Tracey or e-transfer Sheila at Sheila.Landick@icloud.com
  Retirement gatherings are as follows:
  Diane's - Thursday, June 16th at Diane's house
  Darlene's - Thursday, June 23rd at Laura's house
  Wendy's - Friday, June 24th at Wendy's house
  The staff luncheon will be on June 30th, cost TBD

- **WTA News**
  NEEDED: New School Representative
  Dianne will be taking a break - anyone interested to represent our school please let us know and your name will be forwarded to WTA.
  WTA Luncheon
  June 9th at CANAD Inns Polo Park commencing at 5:00 pm