

Staff Meeting Minutes-January 2026

1. Opening Prayer
2. Christian Meditation
 - a. KM suggested giving a bit more time after bell before starting
 - b. Changing time to 10:20am Monday mornings
 - c. Still keeping it to one day a week as a school, encouraging classrooms to continue doing daily in your schedule for you
3. Report Cards
 - a. If you're struggling with why the reports won't print, reach out to Chelsie or someone
 - b. If reports aren't in, get them in ASAP
4. Level 2 Students
 - a. Think pair share: level 2 students
5. Duty Schedule/Supervision
 - a. Updated in Teams (in effect until February 4). Make sure your supply teachers know what duty they have while you are away
 - b. Make sure you are ON TIME, with your vest on
 - c. Kim is back February 4
 - d. If something happens out there, deal with it. Don't leave it for classroom teachers to have to deal with when they come in
 - e. Make the classes line up before coming in OR going out
6. Special Education
 - a. Mason (2/3) and Meghan (1/2)
7. Student Absences
 - a. If a student is away more than 5 days, let Docherty know
 - b. Comments in their report cards if high absences or high lates
 - c. If a parent is not responding to you about absences, Jenny ALSO can
8. Health and Safety
 - a. Safety plans need to be provided for supply teachers
 - b. Have where they are known and accessible
9. Gym Storage/supply rooms
 - a. Do not have students in the storage rooms, especially unsupervised
 - b. Recycling bins are now in the storage room in the gym. Do not add things to that room unless Sean knows about it
10. End of year trips
 - a. Camp Celtic
 - b. Plan your trips out, start booking busses and location to get your date

11. Fundraiser: chocolate bars

- a. Doing an “opt out” strategy this way
- b. Starting February 4
- c. Teachers: let families know the letter is coming home, if they want to opt OUT, return the slip or notify the teacher

12. Mental health resources

- a. Docherty cares about your mental health

13. Communication

- a. Read emails and Teams messages *
- b. Agendas will be continuing, but not the staff agendas

14. Closing remarks/draws

- a. Monday, February 23 internal audit is happening
- b. Olympics stuff will be happening
- c. Valentine’s day suckers for sale

15. Next meeting: Wednesday, February 25

Docherty to do

*edit letter to be OPT OUT return slip

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