



### Staff Update

June 3, 2016

1. Put your family first.
2. What makes you ELITE?
3. Stay above the line.

### Check Out

Info is going in to your mailboxes regarding check out. Please complete all check out duties by the last day of school.

### “JW University” Update

Next year we WILL move forward with JW University (if that’s what we decide to call it) but we will not begin when school starts for several reasons:

1. We deserve to give ourselves time to plan and do it right
2. I do not expect you to work on new course offerings over the summer
3. This is OUR project and we can set our own timeline

So next year we will:

1. Start the year with a 5 day a week specials rotations---A, B, C, D, A, B, C, D etc.
2. We will also create a specials schedule that we will use when we launch JW University
3. We will determine our launch date and will use our first few staff meetings of the year to plan our courses.
4. We won’t over think it though! We will allow things to be messy and we’ll jump in at some point but I do believe that we deserve to give ourselves some time!

### Congratulations to Evelyn.

If you haven’t heard, Evelyn is retiring! Thank you for all you’ve done for JW! We will miss you!

## Retreat

We are not having a retreat this year because of our short summer. I highly encourage you to attend one or both of Kelly Riley's One2One courses!

## Pioneers

We get to have 6 One2One teacher pioneers. These teachers will represent each grade level as we shift to One2One. They will attend training throughout the school year with our tech department and Apple!

They are:

Katie Geckeler

Stacey Zawisza

Amanda Davell

Molly Ells

Kelsey Lough

Tasha Allen

## Summer Hours for School

If you are NOT MOVING ROOMS you need to turn your keys in on the LAST DAY OF SCHOOL—June 3!

If you ARE MOVING ROOMS you need to turn your keys in by JUNE 7<sup>th</sup>!

The building will be off limits to everyone from July 1-July 28.

**YOU MAY COME IN AND GET YOUR KEYS ON JULY 29<sup>th</sup>** and begin working in your rooms.

We are not trying to be mean, but Jerry, Ken and Stacey have a lot of work to do to get the building ready for the start of the school year and we need to give them time to get everything accomplished.

Thank you!

## Laptops

**Check out laptops must be returned before the end of the year. Critical updates will be installed on all Mac laptops and desktops this summer.**

## Warehouse Schedule

### Warehouse Procedures

1. Schedule an appointment with Gary Heyder, he has designated Tuesday and Thursday for visits.
2. The warehouse hours are 7a – 3:30p. Elementary staff are encouraged to make visits before the school day.
3. Report to HR to check in.
4. Once you find an item or items, fill out a Work Order to have the item relocated to your building.

5. If after 2 weeks of visiting the warehouse; if you have not filled out a work order, your item(s) will be made available for other staff.
6. Delivery date of items will be at the discretion of the Warehouse Coordinator. Do not expect it to be the next day.

### Warehouse Schedule

The Warehouse will be closed during the month of July.

### T-shirts for Next Year

R5 is "Make a Difference"-Tim Kight will be training us on R5 at Convocation in August. That is the inspiration for our staff shirts. You can order now. The online store will be open until August 1<sup>st</sup>. Orders won't be printed until the store closes. We will have our shirts by August 10<sup>th</sup>.

<https://jwreasonstaff.itemorder.com>

## CALENDAR INFO BELOW!!! DID YOU READ THE ENTIRE UPDATE?

### What's on the calendar:

**June 13**-One2One Training with Kelly Riley

**August 1**-One2One Training with Kelly Riley

**August 15**-Convocation and PM District PD

-Meet the Teacher Night 5-6:30pm

**August 16**-AM Building PD/PM Teacher work day

**August 17**-First Day

**HAVE AN AMAZING SUMMER! YOU DESERVE IT!**