



September 2018

Welcome new and returning staff to the 2018-19 school year! I am happy to get started, and I'm looking forward to working alongside all of you to support our students and families.

During the last year, we have been engaged in developing and implementing our school division's Strategic Plan. The plan focuses on ensuring the success of our students, enhancing meaningful relationships, supporting pride and joy at work, and investing in innovative operations. I'm excited about the actions we will take together to benefit our students, staff and organization.

This year I plan to communicate with everyone more deliberately to share things that are happening throughout our division and around the province. Lately, I've been writing lots of administrative procedures, and although they're certainly necessary, I'll be glad to shift my writing focus in a new direction! I have attached my latest procedure entitled "Must-Do's for a Great School Year" to this email. Please try hard to follow it!

We celebrate a system of schools that offer welcoming environments honouring diversity of ethnicity, culture and thought. We are joined by a central purpose – the sharing and deepening of knowledge and opportunity for the growth of our students and staff.

There is truly nowhere I would rather serve as Director than here, with Living Sky School Division. Thank you to the Board for this incredible opportunity.

I wish you all the best as you embrace the potential a new school year brings.

Sincerely,  
Brenda



# Living Sky School Division No. 202

**Procedure Type:** Employee Wellness

**Procedure Number:** 1.00

**Procedure Title:** Must Do's for a Great School Year!

**Legal References:**

**Approval Date:** September 4, 2018

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## Background

Living Sky School Division recruits, develops and retains only the very best employees. This procedure is designed to help keep the division's hard-working staff happy and healthy!

## Scope

This procedure applies to everyone!

## Procedures

### 1. Mondays

- a) It's the beginning of an action-packed week – be sure to get enough rest!
  - i) A good night's sleep has several benefits:
    - Sleep reduces stress and inflammation;
    - It improves memory, concentration and productivity;
    - A good rest spurs creativity, and
    - It even lowers blood pressure.
  - ii) A fun *sleep* fact: A giraffe only needs about two hours of sleep a day, while a koala sleeps 22 hours daily, and a snail can sleep for three years!

### 2. Tuesdays

- a) Be sure to laugh!
  - i) Laughing is really, really good for you:
    - Laughter soothes tension by stimulating circulation and helping muscles relax;
    - It relieves pain by triggering the release of endorphins;
    - Laughing improves immunity by releasing neuropeptides that help fight stress, and
    - A big chuckle works abdominal muscles – hence the term *belly laugh!*
  - ii) If you haven't laughed yet today, try these:
    - Math – Q: What did one math book say to the other? A: Don't bother me I've got my own problems!
    - Science – Q: What did the fish say when he hit the wall? A: Dam!
    - ELA – Q: What's another name for Santa's elves? A: Subordinate Clauses.
    - Be nice. I *found* them; I didn't *write* them.



### 3. Wednesdays

- a) Hump Day! Schedule in some exercise after work!
  - i) According to an article written by a time management expert, there are certain things that successful people with busier than average jobs do after work, and one of them is exercise. We are all familiar with the more obvious benefits of exercise, but there are also many lesser known benefits:
    - Fewer colds;
    - Healthier eyes (lower risk of cataracts and macular degeneration), and
    - Better hearing... say what?

### 4. Thursdays

- a) Make time for friends!
  - i) Three things I like doing with my friends and would highly recommend:
    - Suppers out, or even just snacks and drinks;
    - Netflix marathons (and snacks), and
    - Shopping (and stopping for snacks).
  - ii) Five things suggested on the Internet when I googled *fun things to do with your friends*:
    - Have an organization party (...sounds painful to me, although I've never hosted nor attended one);
    - Go dumpster diving (...seriously?), and
    - Hold a quilting bee (...there had better be snacks, and really good ones!)

### 5. Fridays

- a) Plan for fun! You plan fun things for students to do all week and work hard transporting students to and from school, providing nourishing meals, offering extra-curricular opportunities, ensuring clean and safe facilities, and performing all sorts of duties to make sure our organization runs smoothly.

Now, it's your turn! As you may have guessed, having fun is actually beneficial to one's health:

- i) Fun makes us smarter – Having fun has been proven to improve concentration and memory. One study found that reading for fun not only improves language skills, but also our proficiency in math!
- ii) Fun reduces stress – Having fun reduces cortisol levels and increases levels of serotonin.
- iii) Fun at work is important – We spend a lot of time working. Having fun at work is related to higher staff retention rates and increased job satisfaction.
- iv) Our students **want** us to have fun – do it for them! Studies have shown that customer satisfaction is generally closely linked with employee satisfaction. In Education, this *clearly* means that our students are happier when we're having fun!

Thank you sincerely for all you do! I'll try hard to keep up!

Brenda