

March							April							May							June							July						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7	1	2	3	4	5	6	7	1	2	3	4	5	6	7	1	2	3	4	5	6	7	1	2	3	4	5	6	7
8	9	10	11	12	13	14	8	9	10	11	12	13	14	8	9	10	11	12	13	14	8	9	10	11	12	13	14	8	9	10	11	12	13	14
15	16	17	18	19	20	21	15	16	17	18	19	20	21	15	16	17	18	19	20	21	15	16	17	18	19	20	21	15	16	17	18	19	20	21
22	23	24	25	26	27	28	22	23	24	25	26	27	28	22	23	24	25	26	27	28	22	23	24	25	26	27	28	22	23	24	25	26	27	28
29	30	31					29	30	31					29	30	31					29	30	31					29	30	31				

19 Monday

Buchan & Birmingham event trackers, Exception report, time sheet, payroll, OIG, Bonus tracking, reviewed staffing, responded to ongoing calls texts & emails

20 Tuesday

updated MITC, reviewed staffing, worked on PR & Inspection plan, met with Beverly principal on staffing updates, met with Chris & Jim reviewed staffing with Chris to finalize, responded to ongoing, calls texts & emails

21 Wednesday

Haelan, DeJoy, Penhoke, West Maple walk therapy, BCS PR & walk with principal, Bingham walk through, West Maple met with Chris, OPI updated Birmingham & Buchan staffing, updated MITC worked on Inspector's PR updates, continued the Road Book to go back for 1st with Heather
After hour calls, texts & emails

Important Matters This Week

Fourth Day

OPI updated MITC, reviewed Birmingham & Buchan run staffing, finished the Road Book to go home week, level 10 with Jim & Barbara, worked on Birmingham & Buchan staffing updates, emergency meeting with Heather, East Bank's & Birmingham staffing updates sup discussion with Cara & Chris Chris 2nd & bonus info updates, ongoing calls, texts & emails

Thursday 22

Friday 23

Responded to ongoing calls, texts, & emails/
PRD

24 Saturday

Responded to texts & emails

Sunday 25