ADMINISTRATIVE
PROCEDURE
429

SCHOOL STAFF MEETINGS

Personnel and Employee Relations

ROCKY VIEW SCHOOLS

November 2017

Purpose/Background

The use of staff meetings involving school administration and the whole/entire staff can serve to enhance school operations. For the purposes of this administrative procedure, the term staff meeting shall refer to whole group meetings of the staff of a school.

Procedures

1. Administrators are encouraged to distribute information via electronic communication in an effort to streamline staff meeting content.

2. Staff meeting dates for the school year will be communicated to all teachers by September 15th.

3. Staff meetings are not to be scheduled on school nor individual professional learning days.

4. Agendas will be provided two days in advance of the meeting date. School principal will solicit topics for the agenda from the school staff.

5. There should be a maximum of two scheduled staff meetings per month.

6. Emergent staff meetings may need to be called on an exceptional basis to deal with issues that arise and require prompt action and/or informing of all staff. These meetings should be 5-10 minutes long and do not require an agenda.

7. Staff meetings should not exceed 120 minutes over the month. No single meeting shall exceed 90 minutes.

8. Time present at staff meetings for teachers will be considered assignable time.

9. It is the expectation that all teachers are in attendance for staff meetings commensurate to their full-time equivalence (FTE) and in consideration of their schedule in consultation with their principal. All part-time teachers are invited to all meetings.

10. Support staff is welcome to attend all staff meetings. If directed to attend by administration, they will be compensated.

11. Staff meetings may address topics such as:

    11.1   Discussion and decision making items;

    11.2   School protocols/expectations;

    11.3   Professional discussions that do not require prior preparation by teachers in advance of the staff meeting;

    11.4   School Education Plan and School Annual Results Report;

    11.5   Reviewing new/existing procedures;

    11.6   Student/teacher presentations;

    11.7   Staff reports on conferences/workshops/activities;

    11.8   School committee reports;

    11.9   Learning lead, grade team, department reports; and

    11.10   Operational training sessions (i.e. emergency preparedness, technology applications, OH&S).

12. ATA reports can be shared immediately after the school staff meeting concludes. Time spent on ATA reports will not be considered assignable time.