



<u>School Staff Meetings</u>	
Adopted:	Last Reviewed/Revised: November 6, 2023
Next Scheduled Review: 2026-2027	
Associated Policies & Procedures: N/A	

Purpose

meetings.

Application and Scope

This procedure applies to school administrative staff, teaching staff, including Designated Early Childhood Educators (DECE), Educational Assistants, and other staff as may be applicable in the School Board (HCDSB). For clarity, Educational Assistants are expected to attend staff meetings for the portion of the Staff Meeting that falls within their paid work hours.

References

Education Act

Operation of Schools – General

Principles

The HCDSB supports and encourages meetings where staff and administration have the opportunity to dialogue and discuss issues and receive in-service related to the operation of schools and improved student instruction and performance.

Requirements

Each school P discussing school related topics and providing professional development to improve student achievement and well-being.

The Principal shall:

- o give at least a week's notice of the meeting to staff, when possible;
- o prepare an agenda and distribute it to staff;
- o the agenda and minutes will be available to the parent of the Family of Schools Superintendent;
- o
- o seek input from staff on suitable days to conduct staff meetings;
- o monitor the effectiveness of staff meetings.

Principals will consult the system calendar on the HCDSB's StaffNET in order to avoid/mitigate scheduling conflicts.

Every Teacher, Designated Early Childhood Educator (DECE) and Educational Assistant (EA) shall attend each staff meeting as convened by the Principal, unless excused, following discussion with the Principal in advance and documented via e-mail. For clarity, Educational Assistants are expected to attend staff meetings during their paid work hours. Content covered is expected to be reviewed and implemented by staff accordingly.

Staff meetings should:

- o

