

District Proposal – Staff Meetings

Article XII – Professional Employee Work Schedule

Section B – Staff Meetings Pg. 42

Current Language States:

It is desirable that frequent staff and departmental meetings be held so that professional employees may assist in planning, improving, and carrying forward the instructional program authorized by the Board of Education. In order to promote satisfactory results, the following procedures should be observed:

1. All meetings during school hours shall be scheduled with the school principal.
2. Meetings in school buildings before and after school hours and after 6:00 p.m. must be scheduled through the Office of Facilities Use.
3. Except for emergencies, school staff meetings will be scheduled on Tuesdays. Staff meetings scheduled either before or after the normal contract day will normally last no longer than forty-five (45) minutes. Staff meetings may be, but are not required to be, held every week. Emergency meetings may be called by the administrator whenever needed. Emergency is defined as an unforeseen set of circumstances that require immediate action. Part-time professional employees shall not be required to attend staff meetings when their contract hours do not correspond to staff meeting times.

District Proposed Language - 05/30/2019:

3. Except for emergencies, school staff meetings will be scheduled on Tuesdays, Wednesdays, or Thursdays as determined by the building administrator with input from the building leadership team. Staff meetings scheduled either before or after the normal contract day will normally last no longer than forty-five (45) minutes. Staff meetings may be, but are not required to be, held every week. Emergency meetings may be called by the administrator whenever needed. Emergency is defined as an unforeseen set of circumstances that require immediate action. Part-time professional employees shall not be required to attend staff meetings when their contract hours do not correspond to staff meeting times.

District Rationale:

The district proposed a change in language pertaining specifically to item 3 in providing flexibility with respect to the day of the week in which staff meetings may be scheduled by building administrators. Current language restricts staff meetings to only be called on Tuesdays with the exception of an emergency situation. The rationale for change in language follows:

- Current language limits the opportunity for district outreach with professional development content facilitators and consistent support as we work to provide resources to all 47 schools in the district. When content can be delivered via a scheduled staff meeting, it would take an inordinate amount of time to have content facilitators schedule professional development opportunities for the respective schools only on Tuesday's. By opening additional days of the week to consistent staff meetings in schools, facilitators have the expanded opportunity to reach more educators with support content in a more-timely fashion than exists today.
- The added flexibility of additional days for staff meetings would provide expanded flexibility for the Superintendent and district leadership team to visit with staff on-site and provide support, communication, and expanded responsiveness to building needs.

We believe that we can adjust language to expand the possibility for staff meetings to occur on Tuesdays, Wednesdays or Thursdays of the week (except in the case of emergencies) and still promote a consistent meeting day for the respective schools. Specifically, if a school determines their staff meeting day would be on Thursday, the expectation would be that for educator scheduling purposes, the building would make their best effort at maintaining this day of the week with consistency throughout the school year.