

Guidelines of Best Practices: Meetings

	Site Meetings (K-8)	Teacher Learning Day (Day) K-5	Prep Time -- K-8	Other/Committees
Purpose/ Intent	1. All teachers attend. 2. Primary purpose is collaboration focused on improving student learning. Some time for "business."	1. Collaborative, site-based. 2. Intent is for teacher collaboration. 3. Focus on improving student learning. 4. Not for individual planning or staff meetings.	1. Provide individual time to plan and to develop curriculum and materials. 2. Grade level planning (by consensus of the team). 3. Department or subject planning (by consensus of the team).	1. Accomplish tasks including school or district business that cannot be accomplished within time parameters of other meeting categories.
Typical: Number/ Frequency/ Length	1. One meeting per week. 2. Typically 60-75 min/week 3. The length, frequency, and start and end times of meetings are determined collaboratively between the principal and teacher leaders.	1. Eight per year. 2. 90 minutes for TLD.	1. K-3: 90 min./per week on Friday afternoons. 2. 4-5: 2 hours per week throughout the week. 3. 6-8: Average of one period per day.	1. Varies (see adjunct duty schedule). 2. Reasonable notice of meetings is expected. 3. Typically, but not always, outside of the duty day.
Examples	1. Grade Level Meetings (curriculum planning, etc.). 2. Whole Staff Meetings. 3. Department Meetings. 4. Professional Learning Community (PLC)/Data Team, etc.	1. Whole staff is trained on a particular topic, strategy, etc. 2. Grade level PLC. 3. Grade Level curriculum planning. 4. Collaborative scoring of assessments including Standards Based Report Cards (SBRC) rubrics. (<u>Priority for November and March.</u>	1. Teacher corrects papers, prepares materials, plans lessons, contacts parents, etc. 2. Teachers work together to plan and develop lessons, score assessments, etc. 3. PLC. 4. See attached list of activities in MOU dated April 7, 2011.	1. School based: SSC, PLC Leads, PBIS Leads, SST, Department Chairs, etc. 2. District based: SBRC, Lang. Arts, ELAT, etc. 3. IEPs.
Other	A schedule (length, frequency, start and end times) should be established early in the year with reasonable notice of any changes.	A TLD and a staff meeting can occur during the same week. Two whole staff meetings should not occur in the same week.	1. Teams can decide to meet through consensus. 2. Mandatory meetings only in an emergency.	1. Many of these are on the Adjunct Duty Schedule. 2. Participation is voluntary except as required by law.

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1. Preparation Time - General

- a. The intent of preparation time (both internal and external to student day) is for teachers to determine and accomplish professional tasks and responsibilities, which may include such things as:
 - i. Planning, preparing and developing lessons and support materials
 - ii. Preparing assessments
 - iii. Scoring and grading
 - iv. Parent contact
 - v. Classroom preparation for an engaging environment
 - vi. PLC or other collaborative type meetings
 - vii. Meeting/confering with grade level colleagues
 - viii. Meetings with the Principal on a voluntary basis (teacher and principal will agree on a time)
- b. The parties agree there may be occasional or infrequent times when principals may need to meet with teachers (individually or in grade level groups). Whenever possible, teachers will be allowed to choose when to meet, i.e., during internal or external preparation time(s) (see section 4 below for definitions).

2. Preparation Times – Definitions

- a. External preparation time: Before and after school (8.1.3.1).

K-5: 30 minutes before and 25 minutes after school

6: 15 minutes before and 15 minutes after school

7-8: 15 minutes before and 30 minutes after school

- b. Internal preparation time: During the student day (8.1.3.2).

K-3: 90 minutes per week

4-5: 2 hours per week

6-8: average of 1 period per day.