

STAFF MEETINGS

Background

HPSD believes that all staff members provide valuable contributions and should be part of decision-making process pertaining to the operation of schools, the provision of educational services, and the improvement of instruction.

Procedures

1. General

- 1.1. A schedule of times and dates for school staff meetings that reflects the approved HPSP school year is to be developed by the principals in consultation with the Superintendent.
- 1.2. Agendas for staff meetings shall be circulated to staff members at least one day prior to the meeting.
 - 1.2.1. Safety shall be a standing agenda item at all staff meetings.
- 1.3. Minutes of staff meetings shall be maintained by the principal and distributed to staff. A copy shall be kept on file in the school office.

References

Education Act Sections 196, 53

Cross Reference

Administrative Procedure 175 - Health and Safety