




WV SCHOOLS OF DIVERSION AND TRANSITION ORGANIZATIONAL PROCEDURES

SCHOOL STAFF MEETINGS	Section	Organization and Management
	Number	2.7
	Effective Date	05-01-16
	Revision Date	07-01-16
	Revision No.	1
	Approval:	

1.0. PURPOSE:

To establish procedures for regularly scheduled school staff meetings for the purposes of:

- (a) keeping staff informed about matters that affect their job responsibilities;
- (b) promoting team development and staff participation in decision-making, including establishment of school goals and objectives;
- (c) delegating work assignments for projects and initiatives; and
- (d) promoting good lines of communication needed for effective operation of Diversion and Transition Programs and high employee morale and productivity.

2.0 APPLICABILITY:

Procedures apply to principals/lead teachers, professional educators and service personnel in each WVSDT school.

3.0 POLICY STATEMENT:

Organization, communication, and effective leadership are all qualities of an effective body. It is the responsibility of the principal/lead teacher to schedule and facilitate staff meetings, as well as, maintaining a continuous two-way communication with his/her staff.

4.0 DEFINITIONS:

None.

5.0 PROCEDURES:

- 5.1 The principal/lead teacher shall organize and facilitate at least one monthly school staff meeting and may require all school staff to attend.
- 5.2 Upon consent of the faculty advisory committee, school staff meetings' agenda items may be included on the faculty advisory committee agenda under "Principal/Lead Teacher Concerns."
- 5.3 The principal/lead teacher shall announce school staff meetings at least 48 hours prior to the meeting and shall provide participants with an agenda prior to the meeting. When extenuating and/or emergency situations exist, an emergency meeting may be called without prior notice.
- 5.4 The principal/lead teacher shall facilitate the Faculty Advisory Committee Meetings following the Roberts Rules of Order. These rules can be seen online at <http://www.rulesonline.com>. The principal/lead teacher shall maintain records of school staff meetings, agendas, attendance and minutes, for review, upon request, by authorized parties.

6.0 AUTHORITY

State Board of Education Policy 1471: *Regulations for Adult Diversion and Transition Programs, Section 5, Implementation Procedures.*