



POLICY SECTION 309: Staff Meetings

POLICY

The Ahkwesahsne Mohawk Board of Education believes that its employees can provide valuable information and advice on matters pertaining to the operation of schools, the provision of educational services, and to the improvement of instruction. Therefore, the Principal shall hold at least one staff meeting each month on a regular date. Instructional, as well as appropriate non-instruction staff should be present as determined by the Principal. The Principal may invite the Director of Education and/or Chairperson of the Board to be present for specified periods of the meeting.

GUIDELINES

Regular Staff Meetings

1. A schedule of dates for school staff meetings is to be developed and submitted to the Director of Education for approval before September 30th of each school year.
2. Minutes of staff meetings shall be maintained by the Principal. A copy shall be kept on file in the school office.

Special Staff Meetings

1. From time to time, it may be necessary to call special staff meetings to deal with matters affecting the normal operation of the school. In those cases, the principal shall provide staff members with reasonable notice for the meeting.
2. Staff and Administration may wish to invite Board Members to attend staff meetings from time to time to discuss matters of mutual concern. The Board welcomes such involvement. Formal requests for Board members to attend meetings should be forwarded through the Director. The invitation should indicate the topics to be discussed.