



**FOREST LAKE AREA SCHOOLS
FOREST LAKE, MN 55025**

May 7, 2015

AGENDA ITEM: 10.2

**TOPIC: Consider Discontinuance of:
Staff Meetings Policy #410**

BACKGROUND: It is recommended that this policy be discontinued.

PROCESS: The School Board Policy Committee has reviewed this policy and they are recommending that it be discontinued.

RECOMMENDATION: First reading to discontinue this policy.

STAFF MEETINGS

410

1. It is the policy of the School Board that staff meetings be held frequently during the school year. A minimum of one staff meeting per month will be held in each building on a designated day.
2. The principal will be responsible for calling all meetings and will prepare and hand out an agenda at least two days prior to the meeting. Faculty Councils and Instructional Improvement Committees are encouraged to suggest items to be discussed at staff meetings.
3. When meetings are scheduled other than on the designated day, three days notice shall be given. Occasionally, emergency meetings must be held and the three day notice shall then be waived.
4. All staff meetings will be held either before the regular school day or immediately after the regular school day. Except in emergency situations, staff meetings should not last longer than one hour.
5. All certified personnel are expected to attend all staff meetings called by the principal except if excused by the principal.
6. All staff members who have been excused from attending are responsible for obtaining information on all items discussed at the meeting.
7. It is the policy of the School Board that all meetings of teacher professional organizations be cleared with the building principal for availability of appropriate facilities.