



A WORD ABOUT STAFF MEETINGS

Over the past few years, the Board and the Union have engaged in worthwhile discussions at Labour Management Meetings to advance our beliefs around Staff Meetings. This has nurtured growth in some common understandings.

The following staff meeting Guidelines are reasonable expectations for Teachers and Administrators.

- ✓ Effective staff meetings facilitate the operation of schools as Teachers provide input for decision-making and receive a uniform message while sharing information.
- ✓ Teachers are expected to attend regularly scheduled staff meetings (Collective Agreement Article 12.10(e)).
- ✓ A Teacher unable to attend, or needing to leave a staff meeting early, should provide prior notice to the administration and colleagues, when possible.
- ✓ Regularly scheduled staff meetings shall be held no more than once per month on average (Article 12.10 (b)).
- ✓ Each staff meeting shall be no more than seventy-five (75) minutes in length (Article 12.10 (b)).
- ✓ One Divisional Meeting per month of 30-45 minutes is reasonable.
- ✓ Regular staff meetings shall be scheduled by the Principal in consultation with the teaching staff and upon consensus whenever possible. Part-time assignments and other regular commitments shall be considered in such determination (Article 12.10(a)).
- ✓ Part-time Teachers and Teachers assigned to more than one school have a reduced expectation regarding attendance.
- ✓ The dates of regularly scheduled staff meetings need to be communicated to all Teachers in September. (Article 12.10 (c)).
- ✓ Regularly scheduled staff meetings may include administrative/organizational issues, professional development, training and other matters aligned with school and Board goals (Article 12.10 (d)).
- ✓ Staff should be consulted as to what Professional Development in staff meetings will be beneficial and useful to them.
- ✓ Teachers may submit agenda items to the Principal for consideration (Article 12.10 (d)).

Upper Grand ETFO and the Board encourage Teachers and Administrators to work together to make Staff Meetings effective and useful for all involved. Common sense and respect are seen as guiding principles in deciding what is reasonable for Staff Meetings.