

Policy & Procedure Staff Meetings

In order to ensure New Generation Christian School is continuously improving, it is the policy of New Gen and the responsibility of the Director, Principal, and Department Heads to hold *regularly* scheduled staff meetings (minimally bi-weekly).

Responsibility of Director and/or Principal: At a minimum *bi-weekly* “All Staff Meetings” are conducted in which school news is shared, instructional and student behavioral trainings are given, staff recognitions given, staff collaborations take place, and other topics (at the discretion of the Director and/or Principal) are collaborated upon/discussed. All New Gen staff are to be in attendance. Meeting Agenda/Notes are to be recorded and shared with all staff members via Google Drive.

Responsibility of Director and/or Principal: At a minimum *bi-weekly* “Department Head Meetings” are conducted in which Director and/or Principal and Department Heads collaborate regarding: program updates, curriculum adjustments or changes, instructional and student behavioral trouble-shooting, staff recognitions, other topics at the discretion of the Director and/or Principal. Director and/or Principal and Department Heads are to be in attendance. Meeting Agenda/Notes are to be recorded and shared with Director, Principal, and all Department Heads via Google Drive.

Responsibility of Department Head: At a minimum *bi-weekly* “Department Meetings” are to be scheduled on the New Gen calendar and then conducted in which teachers within that department are collaborated with and updated regarding: school news, instructional strategies, student behavioral strategies, students’ grades, parent conferences, best use of technology, curriculum enhancements/adjustments/suggestions, and other topics at the discretion of the Department Head. Meeting Agenda/Notes are to be recorded by the Department Head and shared with Director, Principal, and departmental teachers via Google Drive.

Responsibility of Staff: It is the responsibility of *every* staff member to attend *all* meetings, as indicated by the Director, Principal, and/or Department Head. For reasons only related to a true emergency may an employee make a spontaneous, “last minute” decision to not attend a meeting. Regardless of the reason, it is the employee’s responsibility to see their immediate supervisor to be informed as to the content of and decisions made during the meeting.