



Reference: Management Directive (MD) 12

Number: MD-12

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Management Directive

Subject: Windham Education Staff Meetings

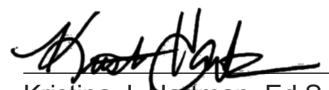
Authority: Kristina J. Hartman, Superintendent

Directive: Establish minimum guidelines for administrative and campus level staff meetings.

Definitions: Administrative staff education meetings refer to those staff meetings conducted by the Superintendent, Division Director of Instruction or Chief Financial Officer/Division Director of Operations for the purpose of communicating information district-wide.

Campus level staff education meetings refer to those staff meetings conducted by the regional principal or principal with staff assigned to the campus for the purpose of information sharing and feedback.

- Procedures:**
1. District-wide administrative staff education meetings are to be conducted at least semi-annually.
 2. Campus level staff meetings for campus staff are to be conducted at least quarterly.
 3. All staff meetings will include an agenda, sign-in sheets and minutes.
 4. Minutes will include notes taken during the staff meeting and include a section documenting feedback from staff.
 5. Meetings held via Zoom or Teams require a statement indicating the virtual meeting platform and a list of all attendees.
 - a) The meeting invitation list will be printed and those employees attending the meeting will be highlighted or otherwise denoted to reflect attendance.
 - b) The meeting planner or host will sign the attendance list confirming that the individuals highlighted or otherwise indicated were present.
 6. Meeting agendas, sign-in sheets and minutes are to be maintained on file.
 7. The superintendent's office will be the office of record for district-wide administrative staff education meetings. The campus principal's office shall be the office of record for the campus level education staff meetings.


Kristina J. Hartman, Ed.S.
Superintendent