

ST. JOSEPH ACADEMY
(SJA)

Department:	ECEC
Number:	800.27
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I. Policy:

It is our policy to ensure that staff have the opportunity to receive pertinent information and clarification of problems and issues. St. Joseph Academy shall conduct in-person staff meetings monthly and shall document that staff meetings have been held.

II. Procedures:

- A. Monthly staff meeting dates are planned and indicated on the school year calendar.
- B. Emails are sent asking for staff input for the meeting.
- C. Agendas are sent to each staff via email the week of the meeting so they are aware of the topics and/or goals to be addressed.
- D. A sign in sheet that records time, date and attendance is kept on file.
- E. Attendance at staff meetings is mandatory unless previous arrangements have been made with the ECEC Director.
- F. Participaton during each staff meeting is mandatory.

Approved by: _____



President/CEO

Date: _____

