

GUIDANCE ON STAFF AND FACULTY MEETINGS

1. **We must respect time as a valuable resource.** Teachers', staff, and principals' time is very valuable. We live in complex and busy time in public education. Our expectations have multiplied over the last decade with regard to data literacy, curriculum, assessment, differentiated instruction, meeting the needs of all students, Individualized Education Plans, and the list goes on and on. In Quincy, we are working to improve teacher and staff quality of life. There are many demands on the teacher. There are many demands on parents. There are many demands on community members. Most of our staff wear all these hats.
2. **Set Meetings Ahead of Time.** Whenever possible schedule meetings ahead of time. They should have a purpose, an objective, and an agenda. I understand that from time to time, we must set meetings with little notice. This should be by exception and not the rule. I also understand that we have customers that demand immediate attention like parents and community members.
3. **Do not try to do too much in one meeting, one month, or one year.** We should not try to do too much. We should make it our philosophy to do things right. Doing things right, takes time, takes patience, takes training. Our focus should be on preparing staff well prior to any implementation.
4. **Early Dismissal Wednesday is a Great Resource.**
 - a. When possible, one Wednesday a month is left to the teacher discretion. They can use that time to catch up, committee work, team time, planning, innovation, data review, or personal or team professional development. Staff will be treated as professionals and given great latitude on their Wednesday. Those individuals that misuse this time, should be addressed individually. A month may have limited Wednesdays, like November and December. Principals should work with the staff to have proper balance of PLC team, professional development, and discretion time for teachers.
 - b. Professional Learning Communities is a best practice for professional development. Teachers teaching teachers creates an environment of professionalism and trust. Cherish this time and protect it for your staff. Prioritize that time. I know the requirements are great, and from time to time PLC time may be limited. Do not make that the first item to be changed. Look for other options.
 - c. The faculty meeting, described as professional development or PD, on Wednesday should be 45 minutes. If they are longer, let's re-evaluate our priorities and revise our expectations.
 - d. On Wednesday of QFT meeting day (4 per year), teachers will be required to perform any student supervision activities they would normally be assigned. No meetings shall be held at the conclusion of the contractual workday. Since it is an early out, there is a thirty minute period. During this time, the principal and staff can use this time for PLC time or PD time, as long as it does not go beyond the contractual day.
5. **Additional Faculty Meetings.** I would request that additional faculty meetings be done on a need basis and limited as much as possible. In public education, there are many requirements for teachers. We should all be mindful of those requirements. There are usually hours of preparation, paperwork, and reflection after the last meeting has been conducted.
6. **Evaluation.** Domain IV of Danielson rates teachers based on their professional practices outside the classroom. If the teacher is unable to volunteer for every committee and every meeting, they should not be held accountable for the entire domain, because of those conflicts. Domain IV also involves professional development, relationship with peers, community spirit and development.