



## WV SCHOOLS OF DIVERSION AND TRANSITION ORGANIZATIONAL PROCEDURES

<b>STATE-WIDE ADMINISTRATIVE STAFF MEETINGS</b>	<b>Section</b>	Organization and Management
	<b>Number</b>	2.6
	<b>Effective Date</b>	09-01-16
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	<b>Revision No.</b>	1
	<b>Approval:</b>	<i>Jack C. Green</i>

**1.0. PURPOSE:**

To establish procedures for regularly scheduled statewide administrative staff meetings.

**2.0 APPLICABILITY:**

Procedure applies to principals/ lead teachers and West Virginia Schools of Diversion and Transition (WVSDT) professional staff.

**3.0 POLICY STATEMENT:**

Staff meetings shall be held for the purposes of: (a) keeping staff informed about matters that affect their job responsibilities; (b) promoting team development and staff participation in decision making, including establishment of school goals and objectives and development of a site-based plan; (c) delegating work assignments for projects and initiatives; and (d) promoting good lines of communication needed for effective operation of Diversion and Transition programs and high employee morally and productivity.

**4.0 DEFINITIONS:**

None

**5.0 PROCEDURES:**

- 5.1 The Superintendent of WVSDT shall organize and conduct at least quarterly staff meetings and may require principals and lead teachers to attend.
- 5.2 The Superintendent of WVSDT shall announce staff meetings in advance and provide participants with an agenda.
- 5.3 The Superintendent of WVSDT shall conduct the staff meeting in a business-like manner.
- 5.4 The Superintendent of WVSDT shall maintain records of staff meetings (e.g., announcements, attendance, schedules, agendas, minutes, follow-up letters). Records of staff meetings shall be made available for review, upon request, by authorized parties.
- 5.5 Principals and lead teachers shall share pertinent information from administrative staff meetings with instructional and support personnel during school staff meetings and/or faculty advisory committee meetings.

**6.0 AUTHORITY:**

Correctional Education Association requirements.