

# GHS MEETING SCHEDULE FOR 2011-2012

(Updated 8/9/11)

<u>DAY</u>	<u>MT. TYPE</u>	<u>FOR WHOM</u>	<u>TIME</u>	<u>WHERE</u>
1 <sup>st</sup> & 3 <sup>rd</sup> Tue.	Staff Mtg.	ALL STAFF	7:30-8:00	Room A119 (Hollingsworth)
1 <sup>st</sup> Tue.	School Leadership Committee (SLC)		3-4:00	Conference Room
2 <sup>nd</sup> Tue.	Dept. Mtg.		7:15 or 3:00	Location decided by chair
Wed.	SAT		7:15-8:00	Conference Room
Thurs.	PLC		Sch. Prep	Conference Room

## Meeting Purposes:

- ✓ **SLC meetings** Leadership Committee members will monitor the implementation of the GHS School Improvement Plan; its goals and progress as well as the PD that it establishes for the coming year. Members: Chairperson=Jessica S., Angie G., John Gantner, Barb H., Michelle C., Tim S. and Donna B. **YOU ARE EXPECTED, AS A MEMBER OF THE GHS STAFF, TO READ THE SLC MINUTES EACH MONTH TO STAY INFORMED OF THE ACTIONS OF THIS COMMITTEE!**
- ✓ **Depts. Meetings** All department meetings are to take place on or near the date scheduled either at 7:15 a.m. or 3:00 p.m. **You must inform Donna as to the planned AM or PM schedule and location for your department.** Send agenda the day before to members and also to Donna and Tim. Detailed meeting minutes (including a list of any absent members) are to be submitted to Donna each month. She will post them on the board outside of her office for other departments to view. **\*Curricular work from time to time will require additional meetings as well, and the department chair has permission to arrange these meetings to accomplish the required work.**
- ✓ **Full Staff meetings:** An agenda will be given, in most cases, at least the Friday before or day prior, outlining the training/speakers or general business planned for the meeting. **ALL TEACHERS** are to attend these twice a month meetings. **When a teacher misses due to a sick day/personal day, he or she is required to gather all of the information from another staff member. Any missed or late arrivals to a meeting will be documented.** Teacher staff meetings are held the 1<sup>st</sup> and 3<sup>rd</sup> Tuesday of every month at 7:30 a.m. **EXCEPT for November, which will take place on November 22<sup>nd</sup>.**
- ✓ **PLC Leaders:** **Leaders are to send weekly team minutes to Donna and Tim.** Donna/Tim will email PLC leaders with thoughts and ideas on a regular basis. Meetings will only be organized if and when they are necessary. PLC leaders are also invited to mention ideas/thoughts and questions anytime. Meetings will follow the PLC schedule.
- ✓ **SAT:** SAT will meet every Wed. morning from 7:15 until 8:00 AM. (Donna and Cheryl are core members. Lynn and Jess are case managers. Case workers for the 2011-12 school year are: Mark Binert, Levi Burkett, Jeff Koehler, Shelley Kammer-Paulus, and Jen VanderMeer.