



TO: School Board Members

CC: School and Division Leaders
Caren Saunders, Central Office Secretary
Teresa Walker, Central Office Receptionist
Lewis Armistead, Supervisor of Transportation

FROM: H. Alan Seibert, Superintendent

RE: Standing Meetings

DATE: September 5, 2018

For the 2018-19 school year, I will be working with the H.R. Office to expand and update the format of what is now the Superintendent's Communication Committee and, due to ever-decreasing participation in the school-based "Communication Meetings," I will be adopting a new approach to be accessible to staff in their schools by participating in select monthly meetings already established by the H.R. and Business Offices. The structure and frequency of the Student Advisory Committee, Leadership Cabinet, and Leadership Team Meetings are unchanged.

Here is a list of standing meetings beginning in September. This list also includes regularly scheduled school board meetings for your reference and planning.

Participation in Select H.R./Business Monthly Meetings

The H.R. and Business Offices make monthly, onsite visits to schools, usually in conjunction with existing Faculty Meetings. Mrs. Jordan is seeking to work my calendar so that I will attend one of these meetings each semester at all six schools. This will provide the same "on site" access to the Superintendent, but with all faculty present. At the conclusion of each meeting that I attend, I will remain to be available to talk with small groups or individuals.

Expanded Superintendent's Communication Committee 8:00 AM

- Tuesday, October 4 - Combined Licensed and Classified Staff
- Tuesday, October 31 - Classified Staff
- Friday, November 3 - Licensed Staff
- Wednesday, January 31 - Combined Licensed and Classified Staff
- Wednesday, March 28 - Licensed Staff
- Thursday, March 29 - Classified Staff
- Thursday, May 3 - Combined Licensed and Classified Staff

Student Advisory Committee 9:00 AM

- Thursday, October 11
- Thursday, February 7
- Thursday, May 2

Leadership Team/Strategic Improvement Team Meetings

1st and 3rd Tuesdays at 9:30 AM

Cabinet Meetings

Every Monday at 9:00 AM

School Board Regular Meetings and Work Sessions

Tuesday, July 10, 2018	7:00 PM Regular Meeting
Tuesday, August 14, 2018	7:00 PM Regular Meeting
Tuesday, September 11, 2018	7:00 PM Regular Meeting
Tuesday, October 9, 2018	7:00 PM Regular Meeting
Tuesday, November 13, 2018	7:00 PM Regular Meeting
Tuesday, December 11, 2018	7:00 PM Regular Meeting
Tuesday, January 8, 2019	7:00 PM Regular Meeting
Friday, January 25, 2019	8:00 AM Work Session
Tuesday, February 12, 2019	7:00 PM Regular Meeting
Tuesday, March 12, 2019	7:00 PM Regular Meeting
Tuesday, March 26, 2019	7:00 PM Special Meeting
Tuesday, April 9, 2019	7:00 PM Special Meeting
Tuesday, May 14, 2019	7:00 PM Regular Meeting

Tuesday, June 11, 2019

7:00 PM Regular Meeting

Tuesday, July 9, 2019

7:00 PM Regular Meeting

Unless announced otherwise, meetings will be called to order at the Salem School Administration Office, 510 South College Avenue, Salem, VA 24153.

Work Sessions are generally held before Regular Meetings.

Updates or changes involving Work Sessions, meeting cancellations, or regular meeting time/location changes will be announced concurrently with the release of the agenda of each meeting.

Note that all school-based meetings take place in a location determined by the principal (usually the school library). The Superintendent's Communication Committee meets in the School Board Chambers at the School Administrative Office. The Student Advisory Committee will be held in the School Board Chambers and Central Cabinet meetings will be held in the Superintendent's office. The Leadership Team meetings will be held in the School Board Chambers. School Board meetings are held in the school board chambers, unless otherwise indicated when the Board Agenda is publicized.

HAS:kaj