

Section: 2000 - Faculty and Staff

Title : Minutes of Meetings

Number: 2050

Status: Active

Adopted: August, 2013

MINUTES OF MEETINGS

Minutes of all meetings conducted by Thomas Jefferson Classical Academy - A Challenge Foundation Academy, Inc. employees, including staff meetings, committee meetings, department meetings, grade-level meetings, and parent conferences, should be submitted to school administration within one day of the completion of the meeting. It is the responsibility of the employee chairing the meeting to take minutes (or to delegate the responsibility of taking minutes).