

VUEA Site Meeting Log

From Article 8 from the VUEA/VUSD contract:

E. School Site Meetings: There shall be no more than twenty-seven (27) hours of required school site meetings during the school year. A school site level meeting is defined as any meeting required by a school site administrator (i.e. Principal or Assistant Principal). These include (but are not limited to) faculty meetings, grade level meetings and department meetings. Not counted as part of the twenty-seven (27) hours of required school site level meetings during the school year are: Back-to-School Nights, Open House, parent conferences, IEP, SST and inclusion meetings, meetings involving individual student and/or staff personnel problems, buy-back days and teacher initiated meetings. The site principal and a VUEA site representative may keep a log of the school site meetings.

School Site:	School Year:	Member Name:
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Date/time	Meeting topic/title	Start/finish	meeting minutes	Running total
1.				
2.				
3.				
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5.				
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If your site approaches the 27 hour (1620 minute) limit, inform your site admin and your VUEA rep.