

**Cincinnati CITY SCHOOL DISTRICT
ADMINISTRATIVE PROCEDURES**

Procedure Name Professional Meetings	
Procedure No. 3243-00-01	Eff. Date: 12/7/2009
Implements Board Policy (ies) <u>3243-Professional Meetings</u>	Last Reviewed: <u>12/7/2009</u>

1. Background

Describe relevant background to the implementation of the policy.

A professional meeting shall be defined as any meeting that is related to the activities, duties, or responsibilities of professional staff members as determined by the Superintendent and/or a meeting through which direct value can be derived for the person in attendance for later use in the performance of District duties.

2. Responsibilities

Title: Paul McDole, Director of Human Resources	
Address: 2651 Burnet Ave., Cincinnati, OH 45219	
Phone: 513-363-0149	Cell phone: 513-207-1945
Describe responsibilities:	

3. Action Steps

Describe the action steps relevant to the implementation of the policy.

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4. Equity Considerations

Describe any equity considerations relevant to the implementation of this policy.

5. Related Documents / Forms

Document Title	Description	Last Reviewed
1. District calendar	Indicates meeting dates	Annually
2.		
3.		

6. Additional Information

Describe any additional information relevant to the implementation of the policy.