



RHS Admin Agenda 2019-20

Mission Statement: We will support academic and social excellence in a global society for diverse students through the combined efforts of all community members.

Date of meeting:	1/6/2020	Timekeeper:	Young
Team members present:	Blakey, Young, Williams, Roberts, Staats, Jackson, Gaines, Makidon	Recorder:	Williams
Time of Meeting:	3:15 PM	Norms:	

School-wide commitments - We are focused on ensuring that:	Norms - We will:
1.	<ol style="list-style-type: none"> 1. Be on time 2. Be respectful 3. Participate 4. Do not veer from the agenda

Agenda	Lead	Description	FYI or Action Needed:	Due date:
WAIP items	Building Principal	N/A		
Item 1: Master Schedule	ECHS Principal	<ul style="list-style-type: none"> APDC Teacher Afternoon v morning classes 	-Reach out to Eastfield to request a professor - decided what time and days classes need to be offered	February
Item 2: building Needs	Coordinator/ Counselors/ ECHS Principal	<ul style="list-style-type: none"> Offices in a classroom Hallway bulletin boards Banner for ceremony door 	-budget for flooring and furniture for new offices - request prices for door to be installed in ECHS/PTECH hallway	February
Item 3: Hiring needs	Counselors/	<ul style="list-style-type: none"> One teacher is qualified to teach MAPS Need two AVID teachers 	-ask current teachers about degrees and post-graduate hours	February
Item 4: Staffing for 2020-21	Building Principal	Needs: <ul style="list-style-type: none"> 1 English teacher 1 Math teacher 	Confirm resignations and transfers	February

Item 4: Teacher Recruitment	ECHS team	<ul style="list-style-type: none"> • Survey interest • Meet with teachers and present overview of the program/expectations 	-Create presentaion -invite to meeting those interested	March
Item 4: Ceremony	ECHS team	<ul style="list-style-type: none"> • May 28 • Banner 	Create welcome letter Purchase banner Choose meeting location/time	March

Future meeting agenda items:	Person responsible:	Approximate meeting date:
1. Teachers- decide on teaching assignment	ECHS Principal	January
2. Incoming ECHS 9th graders sign-in celebration/ceremony	ECHS coordinator	March
3. ECHS building needs update	ECHS Coordinator/Counselors	March
4. Ceremony update	Everyoner	March