



## 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.*

|                              |  |                    |         |
|------------------------------|--|--------------------|---------|
| <b>Date of meeting:</b>      | 12/2/19  | <b>Timekeeper:</b> | Malcolm |
| <b>Team members present:</b> | Blakey, Young, Williams, Roberts, Staats, Jackson, Gaines, Makidon | <b>Recorder:</b>   | Sonja   |
| <b>Time of Meeting:</b>      | 3:15 PM  | <b>Norms:</b>      |         |

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

| Agenda                              | Lead                      | Description   | FYI or Action Needed:   | Due date: |
|-------------------------------------|---------------------------|---|---|-----------|
| <b>WAIP items</b>                   | Building Principal        | N/A   | -School board recognition - CTE classes assist with cards/banners<br>-Lead Forward Webinar -  |           |
| <b>Item 1: Master Schedule</b>      | <b>ECHS Principal</b>     | <ul style="list-style-type: none"> <li>Courses for next year</li> <li>Teacher allocations</li> <li>School design- hallway and classrooms</li> </ul> | -Reach out to Eastfield for courses<br>- Steering meeting discuss budget to get classrooms ready<br>- Admin will look for teachers in their department who would be a good fit. | January   |
| <b>Item 2: building Needs</b>       | Coordinator/<br>Counselor | <ul style="list-style-type: none"> <li>New office space for coordinator and counselor</li> </ul>  | -decide on location<br>- budget   | January   |
| <b>Item 3: Hiring</b>               | Counselor                 | <ul style="list-style-type: none"> <li>Qualified teachers for Dual Credit classes</li> </ul>  | -send updated list to Eastfield   | December  |
| <b>Item 4: Staffing for 2020-21</b> | Building Principal        | Needs: <ul style="list-style-type: none"> <li>2 MAPS teacher allocation</li> </ul>  | Present to district administration  | January   |

| <b>Future meeting agenda items:</b>                                  | <b>Person responsible:</b>         | <b>Approximate meeting date:</b> |
|--|------------------------------------|----------------------------------|
| <b>1. Teacher Recruitment</b>  | <b>ECHS Principal</b>              | <b>January</b>                   |
| <b>2. Incoming ECHS 9th graders<br/>sign-in celebration/ceremony</b> | <b>ECHS coordinator</b>            | <b>1st semester</b>              |
| <b>3. ECHS building needs</b>  | <b>ECHS Coordinator/Counselors</b> |                                  |
| <b>4. Welcome Letter to new<br/>applicants</b>                       | <b>ECHS Coordinator</b>            |                                  |