

LEADERSHIP MINUTES
1/17/17

- **MASTER SCHEDULE UPDATE**

Amy gone...Charlene Gifford...smart and eager, will be starting here soon.
Meeting with all students now to schedule for next year. Updating records the week after February break. John V. will get figures to PH.

- **HANDOUTS**

Exam schedule. Algebra missing. Thursday afternoon. Proctoring needs to be even. We need more relief people.

Do students go to aud first like in the past?

Special Ed. Students...2 locations.

1 means need exam read.

2 means do not need exam read.

Go directly to 217, 218, and 221. Wait in hallway.

Joe...update 6th assignments for 2nd semester.

Eileen...8th grade Spanish. Address when we look at class lists.