

High School Activity Report
September 22, 2005

1. Mr. Hansen met with Ms. Patty Palo, guidance Counselor, Mrs. Elaine Shaffer, Business Partnerships Coordinator, and Lisa Sorensen Admissions Coordinator, in order to discuss their major focus for the next three months. Since these three positions have new job descriptions, it is important to keep our lines of communication open. Mrs. Palo, Shaffer, and Sorensen are right on track with their major objectives for the months of September, October, and November.
2. Mrs. Phylis Zimmerman, our new Networking instructor, has completed the initial ECTS induction Program. Ongoing training and one-on-one mentoring will provide additional support throughout the year. Phylis is doing an excellent job balancing her classroom duties with her technical support role. Phylis has already had positive impact in that she has increased our students in the Networking Program to fifteen students.
3. Mr. Hansen and Mrs. Palo conducted five sets of student orientations in which they reviewed some of the major areas of importance from the student handbook. Each session had between 150 and 220 students, and the students behaved remarkably well. This was a good opportunity to allow the students to meet and discuss areas of concern regarding the student handbook.
4. Mr. Hansen and Mrs. Palo have collected accurate class counts from all instructors in order to determine if and where any room exists for additional students. The current enrollment stands at 854 students. By matching up waiting lists with labs which have current openings, Mrs. Palo and Mr. Hansen will allow as many students as possible to benefit from our ECTS Education.
5. Mr. Hansen met with Dr. Jackson in order to determine the major areas of emphasis for Mr. Hansen to focus on over the next three months. This 90-day checkup will give Mr. Hansen direction for the months of September through November. At the meeting, the following areas were decided upon as "actions to take": Become proficient with **SchoolDESX**, continue to monitor the Networking Instructor, Conduct Rigor and Relevance with staff, oversee the mid-term and first quarter grade process, create 90-day plans for Mrs. Palo, Mrs. Shaffer, and Mrs. Sorensen and to become familiar with the Alternative Education Program.