

Admission Coordinator Board Report

April 2013

- Traveled to all 11 sending schools to welcome new students by handing out an ECTS gym bag and card reminding them of the Dinner with Teacher event
- Coordinated the Dinner with Teacher event for roughly 700 people. This included but was not limited to:
 - Figuring the estimated number of guests and number of additional greeters instructors will need
 - Working with Culinary to order and prepare food
 - Working with a local Deli to order and prepare food
 - Coordinating name badges for all new students
 - Working with ECTS Maintenance to ensure that all teachers have enough tables, seating, garbage and recycling bins etc
- Planned the final guidance meeting of year
- Continued to process applications
- Worked with current students to change programs
- Worked with districts to move upper level students to the AM session
- Began to develop 8th grade ECTS information presentation for Millcreek and Union City Districts