

High School Office Meeting

September 6, 2011

Attendees: Gail Gilchrist, Laurie Cornejo, Diana Dzib, Denise Van Tilburg, Julia Martinez, Christy Martinez, Madelyn Arballo

Topic	Updates / Discussion / Outcome
<p>1. Recap from Graduation/Suggested changes for next year: <i>Diana</i></p>	<p>All suggestions were documented previously and Diana is maintaining this recap list. We'll reference during planning for 2012 graduation. Very good suggestions and Diana and Denise did a great job of planning.</p>
<p>2. Recaps from HSR Summer Session/ Changes for 2012 : <i>Diana</i></p>	<p>The group did a roundtable and brought their suggestions. One of the main suggestions was to include more staff in the class assignment process. All agreed that communication between all staff could be improved so that we can provide better information. This will also help when staff is needing to make immediate determinations and decisions. MA suggested that next year Leslely, Diana, Denise, Julia and Omi would comprise a team for next year's placement.</p>
<p>3. Office coverage : <i>All</i></p> <ul style="list-style-type: none"> • Ditmara's exit • New staff • Schedules 	<p>MA and DD asked how the office was handling the coverage since Ditmara's exit. It's been fine since Christy was able to start the last of August. No issues with coverage.</p>
<p>4. Progress policy process and office involvement: <i>MA, Denise, and Diana</i></p>	<p>MA first praised DD and DV on their handling of the Progress Policy list. They now have a handle on the list and more importantly, all parties are connected with timely information regarding student progress. Everyone stated that they know how to access information and can always find a person to implement the policy now that there are more people available to meet with students.</p> <p>We will continue to bring up issues or suggestions as they come up.</p>
<p>5. Transcript workgroup : <i>MA, Gail, and Diana</i></p> <ul style="list-style-type: none"> • Update on group work • New processes • Questions 	<p>Gail and Diana updated the group on the transcript workgroup's progress. They've been working hard on processing transcripts. There is one change with regards to new students. They now must complete the TABE before Gail evaluates the transcripts. Please wait to make a counseling appt until students have taken the TABE.</p>

<p>6. Miscellaneous: <i>All</i></p> <ul style="list-style-type: none"> • HSR start date and office input/needs • Important dates • Copier 	<p>DD provided start dates for Winter and Spring. Staff is fine with dates and no other information was needed. Also, Madelyn asked to remember to use print services whenever printing big jobs.</p>
<p>7. Communication/ Customer Service : <i>MA and ALL</i></p>	<p>Group discussed customer service and communication – Lesley mentioned that Julia demonstrated exceptional customer service and patience in a recent interaction with a parent.</p>
<p>8. Future meetings : <i>ALL</i></p> <ul style="list-style-type: none"> • Group thoughts 	<p>Once a semester is adequate except during spring when we need to discuss the summer placement. Everyone agreed to this.</p>
<p>Next Meeting: Winter session</p>	