

Discovery High School SIT Meeting Minutes 12-11-13

General Information and Reminders

Exam Schedule (See Google Doc)

Test training on Wednesday, January 8th

Need Signed Laptop Agreements

All have been turned in.

Advertising and Recruitment Campaign

Radio Ads

Run ads earlier this year February 3rd-14th

FM 95.7 and WNNC-morning

Eli & Niamh will have a conversation

Make sure contact information is clear

Newspaper

Run ads earlier this year February 3rd-14th

Ad in the ONE Fact Book

Ad in HDR

Promotional Items (Discussion Needed)

Pencils and pens are cheap and useable--best option

Consider LED lights/key chains

Middle School Visits--

Teacher Recruitment Teams

Geoff and Jody can go if scheduled 4th period

Student Recruitment Teams

Begin discussions on student selections

Responsibilities for Contacting Counselors & Setting Up Dates

Maggie --go through counselors instead of principals

Can start immediately making contacts

Inform and provide updated info (application, brochure)

UPDATE BROCHURE-accomplishments

Schedule times immediately after Christmas break

Setting Up Concordia Visit

Maggie--make contact

Contacts to All High School Counselors Regarding Application and School

New Student Open House Night (Set Tentative Dates)

Thursday, February 20th at 6:30 p.m.

Showcase nice work/projects/videos

Stargazing in parking lot was good last year

Large screen to play videos

Banner with accomplishments

Lunchtime Recruiting Visits at Middle Schools

Take kids and set up table with info

Attending NCMS Basketball/ Wrestling Events

Take a group of kids -- Kim Kaylor may help

Home School Contacts

Mrs. Sinclair will try to get information

Application Processes and Procedures

Review of Application Process as Whole

***Attendance

What can they bring to the school?

Notify applicants within one week of interview

Meet to discuss ones we are not sure about

Students to help schedule interviews

Schedule interviews during 4th period

Review of Application

Attach brochure to every application

Reviewed and made changes to application. Keith will revise.

Review of Teacher Recommendation Forms--Made a few changes

Other School Business

Graduation is set and auditorium is reserved