



Executive Committee:

Brenda Barnett (Founder), Regina London (Administrative Support), Debbie Pannell (Registrar)

Administrative Support tasks include:

- Ensuring the smooth operation of many aspects of the SEP
- Keeping up with the calendar of tasks that leadership and teachers need to accomplish and sending reminders when it is time to accomplish a task
- Assisting in maintaining the At My Pace student records
- Receiving purchase orders for charter school students, confirming accuracy of the information, and dealing with any errors and omissions
- Sending out information for teachers to include in their weekly emails to teachers so that all HSML families are informed about policies and procedures as we begin each new semester
- Answering questions from parents and potential parents as they make a decision about whether HSML is a good fit for their needs.

Registrar tasks include:

- Creating our registration documents
- Updating the website in order to open registration each February
- Maintaining the spreadsheet of course registration
- Monitoring registration numbers so that a class closes when it is full and a wait-list is established when needed
- Answering emails from families with questions pertaining to registration details
- Providing website access for each family so that our students can see their course pages.
- Maintaining the HSML database
- Providing specialized transcripts upon request.