


<p>Henry M. Gunn High School</p> 	<p><u>Self Study Findings</u></p> <p>Classified Feedback</p>
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Strengths	Evidence
<ul style="list-style-type: none"> ▪ Highly qualified ▪ Working relationships ▪ Welcoming community ▪ Areas of responsibility are clearly outlined ▪ People know who and where to go for assistance ▪ Consistent work force – Low turn over ▪ Cooperative support ▪ Communication ▪ Care about each other and our students 	<ul style="list-style-type: none"> • Classified staff met in a focus group and the information grew from a conversation.

Areas for Growth	Evidence
<ul style="list-style-type: none"> • Communication • Professional development • Periodic meetings during department meeting 	<ul style="list-style-type: none"> • Classified staff met in a focus group and the information grew from a conversation.

Added help – technology, Main office

- Maintain communication
- One email account for all part-time -can check in one place – in Shirley’s office

- Explore using technology to improve our communication – Shirley

- Instant messaging
- More general information to staff about what is going on on campus
- One calendar that is centrally accessible with as much information as possible on it
- **Communication** – pay special attention to beginning and end of year
- Collaborate with others who have the same job responsibilities – steering committee
 - Possibly twice a year
- Training
 - First aid/CPR
 - Technology
- Storage – interim location for people and property
- Involve in the process when talking about building and planning – facilities
- When changes are made, include in process and respect everyone’s time and space
 - More help and notification
 - Better planning and coordination
 - Point person to coordinate
- Online purchases
 - Track the process

- Tracking of items delivered to campus
 - When packages are delivered to custodians
 - A time frame – 24hr
 - Email and phone
 - Prompt delivery
 - And with maintenance and us
- Re-examine staffing allocation – District
- Regular meetings for classifies staff
 - Coordinated by Norma S.
 - There should be a note taker – secretary