



# Finalizing the Master Schedule Agenda

April 17 - 19, 2007

Room B5

Fremont Training Center

<http://www.sandi.net/zangle/masterschedule/>

AGENDA	ACTION ITEMS
<p><b>Review</b></p> <ul style="list-style-type: none"><li>• Project Timeline</li><li>• Session 3 Homework</li></ul> <p><b>Getting Started</b></p> <ul style="list-style-type: none"><li>• Getting to know your "master schedule building program"</li><li>• Reviewing your priorities</li><li>• Seeing the big picture, making hard choices, and dealing with disappointment</li></ul> <p><b>Using your Course Requests</b></p> <ul style="list-style-type: none"><li>• Analyzing the Course Request &amp; Tally report</li><li>• Identifying issues and cleaning data</li><li>• Communicating changes to counselors</li></ul> <p><b>Designing your Magnet Board</b></p> <ul style="list-style-type: none"><li>• Organizing with colors</li><li>• Creating parking lots and conflict lists</li><li>• Starting with singletons</li><li>• Keeping track of changes</li></ul> <p><b>Handling Conflicts</b></p> <ul style="list-style-type: none"><li>• Putting the focus on student schedules</li><li>• Identifying the cause of the conflict</li><li>• Using your priority list</li></ul> <p><b>Contract Issues</b></p> <ul style="list-style-type: none"><li>• Scheduling PE</li><li>• Max. class sizes and prep periods</li></ul> <p><b>Final Thoughts</b></p> <ul style="list-style-type: none"><li>• Knowing when to stop for the summer</li><li>• Next steps</li></ul>	