

**DISTRICT PARENTS' COUNCIL MINUTES
NOVEMBER 20, 2003**

Present: Karp, Hill, Savino, Carpenter, Fletcher, Tengi, Ahmad, Weeks, Kley, Seitz, Krisulewicz, Kahme, Stevens, VanSelous, Bolan, Gustafson, Gregg

The meeting was called to order at 9:15 by Judy Karp

OPEN DISCUSSION:

A. Assistant Superintendent Interviews - On Monday, November 24, 2003 the final two candidates will be interviewed for the Assistant Superintendent's position. Parents' Council representatives from each school will be interviewing the candidates from 9:00 AM – 11:00 AM.

B. E-mail Communication – A consensus was reached regarding general guidelines for e-mail communication. They are as follows:

- Blind Copy should be used for all e-mail communication
- Information concerning/promoting an outside organization needs to be first approved by the School District's Administrative Office. This information can be forwarded to Michelle Hunt and/or Georgia Fesmire, secretaries to the Superintendent.
- School related information should be distributed at the discretion of the PTO Presidents and/or building principal.
- If PTO's would like to cross-promote school events, information can be sent to the Hopewell Valley News for publication in their "School Briefs" section. In addition, PTO's can encourage/advertise the School District Web-site as a vehicle for gaining knowledge and information concerning other school's activities in Hopewell Valley.
- It was suggested that a disclaimer be included at the end of PTO e-mail communication. Suggested wording could be: The _____ PTO will not sell, publish, nor share its e-mail list. All communications will be sent via blind copy to further protect the privacy of participating families.
- It was also suggested that a disclaimer be included in all school directories. Suggested wording could be: This directory is published by the PTO strictly for personal, non-commercial use by students, parents and staff of HVCHS.

C. Student Directories – Each PTO directory head should contact Emil, school district programmer, ERYBOVIC@hvrtd.k12.nj.us, as soon as possible to set-up an appointment to review and discuss any discrepancies concerning student data that is contained in CAN but not in WinSchool before publishing their respective school's student directory. School offices cannot release student class information to the PTOs for privacy reasons. Therefore, each directory head should coordinate with their respective school's main office secretaries to help answer any of their pertinent questions.

D. Student Directory Meeting – It was agreed upon by district personnel and PTO representatives, that there should be a joint meeting in January to discuss concerns and issues with the student data collection process this year used by PTOs at the direction of district personnel. A plan should be established to discuss how best to proceed next year with the collection of student information for the sole purpose of producing a Student Directory.

- E. **CAN System Test** – The district will be conducting a test of the CAN system before the Thanksgiving break. This test will include about 100 parents. Parent District Council members asked to be included in this test in order so that they could provide feedback to the School District.
- F. **Budget Development Calendar** – A calendar reflecting important upcoming meeting dates regarding the budget process was handed out. This information should be shared with your school communities.
- G. **Trenton Thunder Game** – The Hopewell Valley HCHY will sponsor, once again, a Trenton Thunder game on June 11, 2004.
- H. **Honors English at HS** – A concern was raised by high school parents that in 11th and 12th grade, there is no opportunity offered to students to take an honors English course. The current curriculum only offers AP English and Regular English classes. However, it is apparently well known that a few of the regular English courses are more rigorous and, therefore, students that need to be challenged are encouraged to take them. It was noted, however, these courses do not carry an honors designation. Concerns were raised as to how this would look on high school transcripts. Students taking Honors English in 9th and 10th grade only show up as taking regular English classes in 11th and 12th. Pat Priesling has agreed to bring this to the attention of the Language Arts Committee. Parents shared their concerns that this is a matter that needs immediate attention.
- I. **Permanent substitutes** – A concern was raised as to how long does a teacher need to be out for sickness before a permanent substitute is put into a classroom. There was a concern at the high school that an honors English teacher has been out due to illness for a month or so and the classroom has had varying substitutes assigned. No information has been communicated to the parents regarding this situation. Pat Priesling agreed to look into this matter.

INFORMATION ITEMS:

- A. **Achievement Reports** – The results of the CTP 4, WrAP, NJASK(ESPA), GEPA, HSPA, SAT, AP, SAT II tests were presented. Overall, Hopewell Valley continues to perform very well on all of these tests. We continue to remain competitive with other school districts such as West Windsor, Princeton, etc that are in the same social/economic category as we are. Copies of the Achievement Report containing all the specific test scores can be obtained by contacting the Office of the Assistant Superintendent – 737-4002 (ext. 2301).
- B. **Distinguished Graduates Award – 2004** – A presentation was made by Lynne Cullinane regarding the distinguished graduates award program. This is a program, which honors graduates of Central High School whose achievements in the arts, in their professional or vocational lives, or in service to their community make them worthy of special recognition. The committee is currently seeking nominations for the 2004 award and is requesting our help in providing names of possible candidates. Anyone can nominate a candidate for consideration. To obtain a nomination form, please contact Lynne Cullinane at 737-9468.