

# **DISTRICT PARENT COUNCIL MEETING MINUTES THURSDAY, MAY 20, 2004**

**Present: Karp, Hill, Carpenter, Fletcher, Tengi, Phelan, Bruno, Stevens, VanSelous, Doran, Bolan, Howren, Facompre, Gustafson**

**The meeting was called to order at 9:10 AM by Judy Karp**

## **OPEN DISCUSSION:**

### **Student Directories:**

- ◆ **A meeting** is scheduled for **June 7<sup>th</sup> at 9:30AM** at the Administration Building to discuss the process by which we will collect student/parent data, forms/wording to be used for data collection, timing of information being sent home to parents as well as coordination of data base information (i.e. 5<sup>th</sup> grader info to Timberlane/8<sup>th</sup> grade info to CHS).

This meeting should be attended by at least the Student Directory Volunteer for each school, as well as at least one PTO board member.

**Each school should bring a sample of their form they have used previously to collect student/parent information.**

Mindy Mickens: BT; Mary Griffin: TG; Annette Sobel: SB; Lisa Canzano: HES; Terry Bolan:TMS; Lynn Gustafson: CHS

### **Fundraising Calendar:**

- ◆ Felice Carpenter will facilitate a meeting of all designated elementary school PTO representatives to discuss plans for possible upcoming fundraisers in the 2004-05 school year at each school. The **date of this meeting** is currently set for **Monday, May 24<sup>th</sup> at 9:30 AM** at the school board office. As a reminder, dates for scheduled events that should be included in the district calendar should be forwarded to Joann Meyer by Friday, May 28<sup>th</sup>.

### **PDC 2004-05 Members:**

- ◆ **All current PTO presidents should forward, via e-mail to Judy Hill, a list of next year's PDC members for their respective schools as soon as they are known.** This list of names should include phone number and e-mail address.

- ◆ Following the alphabetical listing of school names for establishing the convener and recorder positions, it was determined that Judy Hill will move to the convener's position and Randee Teng and Ned Fletcher will share the recorder's position.

## **INFORMATION ITEMS**

### **PTO AUDIT PROCESS:**

- ◆ John Nemeth passed out a one-page outline on proposed guidelines for handling PTO receipts and expenditures as well as establishing a system of checks and balances.
- ◆ **Barbara Phelan will coordinate and facilitate a meeting of all PTO presidents and PTO Treasurers to discuss suggested audit processes and procedures to be followed at each of our schools with respect to the handling of incoming and outgoing PTO cash and checks.** The objective of this committee will be to establish written PTO guidelines for the handling of monies, cash and checks, received by the PTO's. This proposal will be then given to District Personnel (John Nemeth/District Auditor/District Attorney) for review and comments. It should be noted that procedures established should be in conformity with the PTO's insurance policies and PTO by-laws. Please look for an e-mail from Barb regarding meeting date, time, etc.

### **UPDATED STRATEGIC PLAN:**

- ◆ A copy of the updated strategic plan was passed out. The District's mission statement, belief statements and goal statements will remain unchanged. The strategies and activities to meet these goals have been updated with a defined implementation schedule.
- ◆ **If anyone is interested in serving on any of the sub-committees of the strategic plan:** Students, Staff, Program, Communications, Resources, to help with the implementation of proposed strategic plan activities, please **call Michelle Hunt, Confidential Secretary to the Superintendent, 737-4000.**

### **SEPTEMBER 28<sup>TH</sup> REFERENDUM:**

- ◆ The September referendum was finalized at the May 17<sup>th</sup> school board meeting. The marching band program and multi-purpose room at CHS were taken out of the finalized referendum. Renovations to two lavatories at TMS and a new gym floor at Toll Gate were added in. Net change was a reduction of about \$108,000 for a **total proposed referendum of \$15,498,291.**

- ◆ There will be a **District Referendum Committee planning meeting**, facilitated by Nick Lorenzetti, **on June 14 at 7:00 PM** at the Administration Building. **Anyone interested in serving on a sub-committee to help with the referendum should attend.** Sub-committees could include but will not be limited to: Production of VideoTape, Get out the Vote, Marketing, etc.
- ◆ It was noted that it is considered “bad practice” to include actual “Programs” in referendum votes. It should be clearly stated that the community members are voting on the “funding” of a program, not “approval” of a program.

### **VICE PRINCIPAL SEARCHES:**

- ◆ The district is currently recruiting for a **Vice-Principal at TMS** (Mark Amantia has chosen to return to teaching) and a **Vice-Principal at HES**, created by Christine Laquidara’s promotion to principal.
- ◆ The school district has put measures in to ensure that the interviewing committees consist of a mixture of staff members who are both long term and short term employees, and who may have varying interest levels within the school climate. Teachers volunteer to be placed on this committee. All appointments are made by the district’s Human Resource’s office.

### **DISTRICT’S VISION FOR NEXT FOUR YEARS:**

Nick Lorenzetti gave a power point presentation on this topic. This presentation will be shared with all school board members, administrators, teachers, and staff members throughout the upcoming school year.

- ◆ The essential questions the school district needs to ask itself to create this vision are:
  - What do we want for our children?
  - How might we provide it?
  - How will we know that we have done it well?
- ◆ Excellence would be defined as:
  - Meeting the dictates of our strategic plan.
  - Embodied in the Baldrige Education Criteria
  - Moving from “good to great.”
- ◆ It is the intent of the school district to apply for the Baldrige Recognition in Education in the year 2008.
- ◆ The process of working towards a formal application will provide “intensive scrutiny of ourselves and of our school district as an organization.”
- ◆ A copy of this presentation can be electronically e-mailed if you would desire to review it.

- ◆ A **“Book Read”** that is being recommended by the superintendent for all staff and interested parents is: **“Good to Great” by Jim Collins**. This book discusses the characteristics of a “Great” organization. What makes the difference between being “good” and “great?”

#### **CHARACTER EDUCATION GRANT:**

- ◆ Each year, the school district receives between \$9,000 and \$10,000 from the federal government to be used for character education. In the past, the monies have funded the HYHC National Conference Registration and Responsive Classroom training for teachers.
- ◆ Next year, the question of “Where are we and what is the best possible use of this money for this year” will be brought to the School Sector of the HYHC committee. The Assistant Superintendent will then decide on how best to use this money.

#### **UPCOMING EVENTS:**

- ◆ May 24<sup>th</sup> – PTO Elementary School Fundraising Mtg. – 9:30AM
- ◆ June 7<sup>th</sup> – PTO Student Directory Meeting – 9:30AM
- ◆ June 14<sup>th</sup> – District Referendum Planning Meeting – 7:00PM
- ◆ June 21<sup>st</sup> – School Board Meeting – 7:30PM

Presentations: K-5 Language Arts Committee  
Gifted and Talented Committee