

**HOPEWELL VALLEY REGIONAL SCHOOL DISTRICT**  
**Pennington, New Jersey**

***MEMORANDUM***

**To:** Members of the BOE Future Planning Committee  
**From:** Robert Colavita  
**Date:** 2/27/2014  
**Re:** Meeting Notes of February 19, 2014

Meeting was convened at 7:00 p.m. in the Board Meeting Room and adjourned at 9:00 p.m. The attendance sheet is attached.

**Discussion/Action Items:**

1. Introductions – Members of the committee introduced themselves and identified the community they represent.
2. Dr. Smith led a discussion on the committee's charge
  - a. Review current enrollment data, census data and school/grade configurations
  - b. Provide the BOE with recommendations to address the shift in enrollment among our schools and in our district
  - c. Questions
    - i. Why are we doing this?
      1. We need to proactively address the declining enrollment both in the short and long term
      2. We have two elementary schools where the enrollment is shifting dramatically, while two others remain stable
      3. We have the opportunity to address some of the issues that have been raised over the years: i.e. full day K, use of trailers, grade structure
  - d. Dr. Smith commented that this is an opportune time to be addressing these questions. We don't have to act quickly, but rather have the time to make an educated decision. We have a fantastic opportunity to advance the district.
  - e. Should meetings be open or closed
    - i. It was the consensus of the committee that the meetings would be closed to the general public for most meetings, but open to the public when a speaker will present.
    - ii. Minutes of the meetings will be published on the district website once approved by the committee of the whole and any handouts or presentations will be posted.
    - iii. The community representative will be an important resource for the community to raise agenda items/questions and answer questions.
3. Establishing Committee Norms
  - a. Dr. Smith led the group through a discussion of committee norms and the need for them. (See attached PowerPoint presentation)

4. Establishing Sub-committees
  - a. Sub-committees would be utilized as needed to move the work forward
5. Review of Meeting Schedule
  - a. Tentative schedule was presented and discussed. Some members were concerned about not being able to make daytime meetings. Dr. Smith stated that it was made clear that meetings would occur both during the day and in the evening. Further discussion next meeting on this issue, in the interim a survey will be shared with the committee to determine best meeting time.
6. Review of tentative presenters
  - a. Dr. Smith commented that presenters would be introduced as needed. The District demographer would be one of the presenters as well as Township planning officials.
7. Set agenda for next meeting
  - a. Finalize and establish norms
  - b. Develop charter
  - c. Revisit scheduling
  - d. Begin to review scenarios / opportunities / options
    - i. Outside migration into what grades
    - ii. School capacity
    - iii. Cost of temporary structures
    - iv. What does the status quo look like

Next Meeting: March 5, 2014 @ 10:00 am