



The Newark Public Schools
 Office of the State District Superintendent
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Marion A. Bolden
 Superintendent

Lucille E. Davey
 Commissioner of Education

MEMORANDUM TO: All District Principals/Vice Principals
FROM: Marion A. Bolden
 Superintendent
DATE: November 27, 2006
SUBJECT: Parent Conference Days

*11/20/08
 Reminder:
 To: All V.P.s
 and
 Depts
 AMB*

Schools are reminded that two (2) Parent Conference days have been included in this year's calendar, Thursday, November 30, 2006, and Thursday, February 15, 2007. On each of these days students will be dismissed at 1:00 p.m., and instructional staff members will be available for conferences with parents between the hours of 1:00 p.m. and 7:00 p.m. No extra-curricular activities involving district staff (other than scheduled sporting events with other schools) are to take place in the schools on these dates.

It is expected that all instructional staff (administrators, teachers, tutors, guidance counselors, WSR social workers, health and social services coordinators, nurses, parent liaisons, and child study team members) will be in attendance to meet with parents. Teacher aides and one-to-one aides are not required to attend. Clerks, teacher aides and one-to-one aides are to remain until the end of their workday.

In order to have teachers/staff available for conference slots, principals are to make provision for light refreshments, spending no more than \$5.00 per staff member. Funding for the food should come from the school's SLC allocation. Refreshments should be available for the staff between 4:15 p.m. and 5:00 p.m. The schedule for parent conferences should be organized so that each staff member would have the opportunity to eat without disrupting the overall flow of the conferences. More specific directions and recommendations are included in the attached documents.

Principals are also reminded that building permits should be completed and submitted for these 2 days, as in the case of any other extended use of a school building.

Any questions and/or concerns regarding the Parent Conference Days should be directed to the appropriate SLT office.

- C. Anzella K. Nelms
- Ronald Lee
- Assistant Superintendents
- Associate Superintendents

ALL CHILDREN WILL LEARN