

Chaplin Elementary School
Board of Education
Special Meeting Minutes
December 06, 2016 – 6:30 PM
Chaplin Elementary School Library

Present: Will Hooper, Jaclyn Chancey, Stephanie Harrington, Jamie Spalding, Stacy Foster
Justin Rondash arrived at 6:40 pm

Absent: John Bolduc

1. Call to order 6:33 pm
2. Audience for Citizens
 - a. Elana Davis – Spoke regarding an anonymous letter regarding issues at the school. Copies distributed to the Board.
3. Board Reorganization
Chairperson – Motion to nominate Jaclyn Chancey by Stacy Foster. Seconded by Will Hooper and Stephanie Harrington.
Aye - Stacy Foster, Stephanie Harrington, Will Hooper, Jamie Spalding, Jaclyn Chancey
Nay - None
Abstain - None

Vice-Chair – Motion to nominate Stacy Foster by Jaclyn Chancey. Seconded by Stephanie Harrington.

- Aye - Stacy Foster, Stephanie Harrington, Will Hooper, Jamie Spalding, Jaclyn Chancey
Nay - None
Abstain - None

Secretary – Motion to nominate Stephanie Harrington by Stacy Foster. Seconded by Jamie Spalding

- Aye - Stacy Foster, Stephanie Harrington, Will Hooper, Jamie Spalding, Jaclyn Chancey, Justin Rondash
Nay - None
Abstain - None

Motion to approve committee assignments as per current list replacing Stephanie Harrington on Negotiations with Jamie Spalding. Motion by Will Hooper. Seconded by Stacy Foster

- Aye - Stacy Foster, Stephanie Harrington, Will Hooper, Jamie Spalding, Jaclyn Chancey, Justin Rondash

Nay - None
Abstain - None

Establish meeting dates as proposed on the second Wednesday of each Month by Justin Rondash. Seconded by Will Hooper

Aye - Stacy Foster, Stephanie Harrington, Will Hooper, Jamie Spalding, Jaclyn Chancey, Justin Rondash

Nay - None
Abstain - None

4. Presentation of CAPSS Student Leader Awards to Elesia Bartlett and Gracie Cunningham
5. Presentation of CAPT Science Student Award to Jenise Harding
6. Update on Well Station by Victor Nigro of Aqua Pump
 - a. The Board would like to commend Aqua Pump, Patty King, Jessica Texera and the building janitorial staff for their prompt handling of this difficult situation.
 - b. Oct total coliform positive
 - c. Oct Pump house well control panel flooded
Follow-up testing to get the well back up and running
Air compressor failure
 - d. Temp booster pump to eliminate short cycling
 - e. Repeat testing showed E. coli and total coliform
 - f. Level 2 assessment performed the day after Thanksgiving
 - g. Eliminate hydro-pneumatic tanks
 - h. Line rupture Well 2 replaced from well to tank – Tested Clean
 - i. Panel ordered
 - j. System flushed with chlorine, which has dissipated now. Repeat testing done today.
 - k. Tank cleaning and inspection
 - l. Well pump failure – 400 ft deep reutilize the pipe, replaced pump, and motor.
 - m. Outside water is being used for all washing, drinking, cleaning, etc.
 - n. Working with the local health department
 - o. Grants and funding for the generator system
7. Approval of Minutes and Financial Statement
 - a. Motion to approve minutes of November 9, 2016 by Stephanie Harrington. Seconded by Justin Rondash.
Include as part of #6 New business – Discussion of staffing levels for reading
Aye - Will Hooper, Stephanie Harrington, Justin Rondash, Jamie Spalding
Nay - None
Abstain - Stacy Foster, Jaclyn Chancey
 - b. Motion to approve Financial Statement by Stacy Foster. Seconded by Will Hooper
Aye - Stacy Foster, Stephanie Harrington, Will Hooper, Jamie Spalding, Jaclyn Chancey, Justin Rondash

Nay - None
Abstain - None

8. Administrative Reports

a. Monthly Report – Nila Ottilige

- i. Pre – K – Learning about special holidays
- ii. 2nd – Unit of geometry
- iii. 4th – Force and Motion in Science
- iv. 5th – Literary essays – Fictional narratives
Field Trip - Prudence Crandall Museum
- v. No-confidence vote at CEA meeting

b. Principal’s Report

- i. PTO did a great job with the craft fair on Dec 3rd
- ii. Principal King updated on Talent, Academics, Culture, and Facilities
- iii. Winter concert December 8th at 7 pm.

c. Superintendent’s Report

- i. Budget process beginning
- ii. Vertical team meeting with Hampton and Scotland Elementary Schools - TBA
- iii. URSA Legislative Breakfast – December 7
- iv. Coffee and next meeting – January 12
 1. Improved communication
 2. Time sensitive Communication
 3. Appropriate media dissemination
 4. How to make climate more welcoming? Make visitors a priority.
- v. Well Station update – Given by Aqua pump
 1. Eastern Highlands Health District has been very helpful
- vi. Monthly meetings with CEA – December 15th
- vii. Staff vacancies – Secretary, Nurse, IT, OT
- viii. CAPSS priority items for Legislation – unfunded mandates, magnet tuition, excess cost grant modification

9. Old Business

- a. Tri-town Education Update – Survey committee completed data entry. Data will be compiled and distributed to the Tri town education boards, the A/W committee, and the dissolution committee.
 - i. New Meeting needs to be set
- b. Survey committee – Surveys will be moved to the Chaplin Vault – approved by Matthew Cunningham
- c. A/W Committee – Added costs for bringing 7-8 into the elementary schools should begin to be compiled.

Letters to the districts that responded to the four boards to request additional information.

- d. Climate committee – Dec meeting moved to January
 - i. Carrie Gryzwacz – improvement measurements include survey conducted at parent/teacher conferences. Design, administration, and analysis done as volunteer effort by committee members.
 - ii. Exit interview surveys are being drafted and will be shared with the Climate committee at the January meeting.
 - iii. Communication plan in progress; will need to address who does what – this may also require some additional volunteer efforts.

10. New Business

- a. Dissolution Committee – pending State of Connecticut action
- b. Vertical Teaming – In process
- c. Motion to Appoint Megan Budd as Technology Support person
Motion by Justin Rondash. Seconded by Stacy Foster
Aye - Stacy Foster, Stephanie Harrington, Will Hooper, Jamie Spalding, Jaclyn Chancey, Justin Rondash
Nay - None
Abstain - None
- d. Retirement of Charlene Petrone – Accept with Regret the retirement of Charlene Petrone.

11. Committee Reports

- a. Policy committee has not met
- b. Negotiations committee has not met – Nila noted that the contract has not been received. Ken will follow up with Attorney Sedor.
- c. Central Office - Audit to be presented in January, Discussion/Approval of Central Office 403b plan for secretaries to occur in January.
- d. By-laws Review has not met

12. Next meeting

- a. Executive Session: Superintendent review
- b. New Business: Climate discussion
Early Intervention Reading Data
Building Update – Facilities
- c. Old Business: Tri-town Education Update
Tri-town survey Update
A/W Update Update
Climate Committee Update

13. Adjourn at 8:37 pm. Motion by Justin Rondash. Seconded by Will Hooper.

- Aye - Stacy Foster, Stephanie Harrington, Will Hooper, Jamie Spalding, Jaclyn Chancey, Justin Rondash
- Nay - None
- Abstain - None

Submitted by Stacy Foster
12/07/2016