

**Chaplin Elementary School
Climate Committee Meeting
March 16, 2017
Minutes**

In attendance: Michelle Bolduc; Linda Caron; Jaclyn Chancey; Nancy Douton; Patty King; Wendy St. Denis; Adele Swart

1. 6:33 Call to order
2. Approval of Minutes from January 19: Adele moved; Michelle seconded; motion carried
3. Report on Exit Interviews:

Adele made additional edits, which we discussed. Major points: Added an introduction that included the note about confidentiality, added option to receive a copy, generally trimmed wording.

Additional changes needed: Shorten #5 to simply ask why they left. Make sure use words "staff" or "employee" rather than "teacher." Change to "employer" signature rather than "administrator."

Action item: Adele will send revised file.

Questions about how this gets distributed and used going forward. We want there to be enough distance between former employee and direct supervisor so that the employee is more likely to be open and honest, but it will also need to be actionable by the principal. Ideally central office would be involved in some way. There may also be a role for the unions.

Action items: Patty will find out what Parish Hill is doing in regards to exit surveys.

Michelle will talk to colleagues at Scotland and Hampton to see what they do.

All encouraged to look for information on the processes used by other small districts (i.e. no HR department).

4. Communication plan:

Jaclyn still needs one or more people within the school to help. This includes documenting what already happens (meetings, newsletters, etc.) and what needs to happen. What information does the staff feel is most important?

Action item: Patty will reach out to staff to find volunteer(s).

Remember to include in communication plan *who* is responsible for each item. Also consider the importance of technology; when does IT need to be involved in the communication plan?

Significant concern about communication to taxpayers and community at large. **This committee meeting should have been on web sites and sent out with other town messages.**

Action item: Michelle volunteered to send next Climate Committee meeting to Suzanne Gluck (Chaplin). Administration should publicize through school media.

5. Report on Invitational Theory:

PD Committee has been working on the list of concerns generated at initial workshop. (List distributed to committee members.) Several ideas have already been addressed. A ½ day follow-up using the Fundamentals of Invitational Education book was supposed to occur last Friday but was snowed out. **Will be rescheduled.** The goal would be to have 5 committees so that individual staff members could contribute to areas that they felt most passionate about / most interested in addressing.

Concerns were raised about how non-certified staff can be included in this PD as well as other meetings. They feel excluded by not being invited to faculty meetings, but there are financial implications. This concern is shared by administration, non-certified staff, and certified staff. **Patty looking into options.**

6. Collaboratively Discuss Positive Solutions/Outcomes:

CABE's Nick Caruso will be presenting prior to the April 19 BOE meeting. This is open to whole community to discuss roles and responsibilities, to facilitate better communication with the BOE.

Action item: Michelle volunteered to send announcement of this meeting to Suzanne Gluck (Chaplin). Administration should publicize widely.

7. Future of Climate Committee:

This was addressed in January. (See minutes.)

8. Upcoming Meetings

Agenda item: Strategies for reaching out and recruiting community volunteers.

Previous meeting had mentioned assessment plans for students/staff. This determined to be unnecessary given upcoming school-wide climate assessment. (Students and staff did not have the response rate issues that parents did last year.)

Next meeting is May 18, 2017 at 5:30. (Note earlier time.)

9. Adjourned at 7:30