

## Stratford Road Elementary School

**Site Based- December 5, 2016**

### **Attendance:**

Andrew Paskal  
Debbie Laykind  
Michele LaLima  
Priscilla Seidenberg  
Lisa Razon  
Donna Candia  
Alison Clark  
Brian Horath  
Briana Sulibhavi

**The meeting was called to order at 8:20am**

### **Minutes:**

1. Minutes of last meeting were distributed for review.

### **Updates/New Topics:**

2. Elementary Extra Help is going well. We now have an electronic sign-up in place. Parents have from Wednesday until Monday at midnight to register. Policy is that children who are not signed up, but show up, are to be sent to office. Parents will be sent an email reminding them about importance of signing up beforehand.
3. Follow-up to the Water/Lead Testing information shared by Dr. Lewis was requested. Last year testing was done and a report generated and posted on POB website. Laws and reporting requirements have subsequently changed and additional testing and reports were generated in compliance. At Stratford Road, last year, a water fountain, and certain sinks were identified. The water fountain was replaced and sinks remedied. A flushing procedure was also put into place district-wide. This year, additional sinks, including some within classrooms, were identified. Those have all been labeled NON-POTABLE (not for drinking) until such time as a remedy is implemented. Our lunchroom continues to have a water fountain with a filter for use.
4. In April the Board of Education adopted/revised an **Adult Code of Conduct**. In October it was shared with all staff by Dr. Mulieri. In December, Ms. Winters shared a bulleted summary of the document (along with an additional full copy) with all staff members. It was discussed (copies distributed to all committee members). The PTA will be discussing it and sharing copies at their January PTA Meeting. A copy will also be placed on the Stratford Road website. It is important to note that this policy includes all adults (employees, staff, consultants, etc).

5. A DRAFT copy of the **Parent Handbook** was distributed. Topics to be added included Extra Help and Code of Conduct (adult and student). It will continue to be reviewed and revised.
  
6. **Wellness Policy**- It was discussed that at our next meeting this will be a topic of discussion.

**Next meeting is ~~January 18<sup>th</sup>~~, *JANUARY 25 @ 7:55am***

**The March 20<sup>th</sup> meeting will be RESCHEDULED due to Grade 4 Parent Teacher Conferences. New date TBA**

**The final meeting is May 1<sup>st</sup>.**

**The meeting adjourned at 9:00am.**

**Respectfully submitted,  
Andrew Paskal**