

Q174
~ Town Hall ~
Safety Meeting Agenda & Minutes*
April 5th, 2019
*(*minutes are in italics)*

Mrs. K. Kelly, Principal

Mrs. K. Kobetitsch, A.P.

Members: Principal Karin Kelly, Assistant Principal Kerstin Kobetitsch, Ex. Board Co-Presidents Vanessa Bryant and Elana White, Vice-President Yuir Finisterre, Agent Shazia Iqbal, Recorder/Secretary UFT Rep. Richard Niccolich, Custodian Dave Menoscal, Crossing Guard Tina Inglese, Parent Coordinator Laura Hui, School Aide Josephine Conigliaro, Teacher Reps. Ms. Roopchand, Ms. Margrill

Attendance: *Principal Karin Kelly, Assistant Principal Kerstin Kobetitsch, Ex. Board Co-President Vanessa Bryant, Agent Shazia Iqbal, Recorder/Secretary UFT Rep. Richard Niccolich, Custodian Dave Menoscal, Crossing Guard Tina Inglese, Parent Coordinator Laura Hui, School Aide Josephine Conigliaro, Teacher Rep Ms. Roopchand, Parents John Schaefer and Yujuan Li*

Greetings!

Safety Protocol:

Emergency Readiness ~ All drills

We are in compliance for the school year thus far in both Lock Down drills and evacuations. We will be having a Lock Down drill either later in the day, or early next week.

Yearly total is 12. 8 Evacuations drills and 4 Lockdown drills

Evacuation drills — 5

Lockdowns drills — 3

Busing Drills ~ Complete and up to date

Are complete by School Aides
Morning and Afternoon buses

-Topics discussed with the students are exits, walkie talkies, emergency stop button, seat belts, etc.

Safety Plan Booklets for parents ~ review

-Topics in the safety booklet include the following:

- School Information*
- Critical Security Notifications and Offices*
- School Safety Plan*
- Emergency Information*
- BRT Information*
- General Response Protocols*
- Resources About School Safety*

-Ms Iqbal reported that the School Safety Department has deemed some of the topics in the DOE's Parent Guide to School Safety and Emergency Preparedness booklet to be confidential in nature.

Security and News As Always~

- All notes regarding student dismissal - change to busing - are to be sent to the main office in the morning.
- All notes regarding early pick up; please note the time, and if during lunch, please send students with coats and backpacks.
- If a child is in our after school program and tells you that they are not going to after school, teacher is to make contact with parent via REMIND or phone call. If it is at dismissal and parent shows up, teacher is to advise parent to contact the main office.
- All classroom and cluster and sub teachers are ultimately responsible for the appropriate dismissal of their students.

Miscellaneous

-PS 174 sent a home another traffic safety reminder home (and email) this week.

Adjournment ~ 8:37

NOTES:
