

# School Safety Meeting Summary

**School DBN:** 28Q174

**Date:** January 7, 2020

**Time:** 8:00am

**Building and Room:**

PS 174 – Principal’s Office

## Committee Members in Attendance

Karin Kelly (Principal), Kerstin Kobetitsch (Assistant Principal), Shweta Jain (Parent), Josephine Conigliaro (School Aide), Randi Lazrus (Teacher), Tina Inglese (Crossing Guard), Gloria Sosa (School Safety Agent), Richard Niccolich (Recording Secretary – Teacher), Laura Hui (Parent Coordinator), Dave Menoscal (Custodian)

## Additional Attendees (if applicable)

**Was this meeting open to parents and other community members?** No

**Agenda Item #1:** Review Previous Months Summary Including Follow-up

### a. Discussion, b. Decisions, c. Next Steps:

a. –January Minutes were reviewed.

*-December Safety Agenda Item #4: Construction Update: Speaker in Speech Room:* The work has been completed. A speaker has been installed in the nurse’s office as well.

*-January Safety Agenda Item #4: Sticky Latch on the Exit #2 Door:* The work has been completed.

*-January Safety Agenda Item #5: Ongoing Issue Regarding Traffic Infractions Around PS 174:* The locations of sample “pinlight flashing” stop signs were not found. Regardless, the DOT determines street signage. It is outside our jurisdiction. The feasibility of this type of sign is currently unlikely.

b. n/a

c. n/a

**Agenda Item #2: Emergency and Bus Drills**

**a. Discussion, b. Decisions, c. Next Steps:**

a. In the 19-20 school year there will be a total of 12 Emergency Drills: 4 Lockdown Drills & 8 Evacuation Drills.

-To date 8 Emergency Drills have been completed.

-All the fall term bus drills have been completed.

b. -There are 4 Emergency Drills that need to be completed before the end of the year: 3 Evacuation Drills & 1 Lockdown Drill.

-The spring term bus drills must be conducted between 3/1 & 4/30.

c. -The school will comply with the mandates in a timely fashion.

-The spring term bus drills will be completed by 4/30.

**Agenda Item #3: Construction Update: AC**

**a. Discussion, b. Decisions, c. Next Steps:**

a. An auditorium AC unit is being added to the building. During the work on this project, the roof was damaged which caused a leak and then flooding in the auditorium. The roof was repaired and the auditorium cleaned.

b. There were a number of tests conducted for the safety of the children and adults in the building: air, mold, lead (paint). All tests came back negative and the auditorium was re-opened.

c. When conditions improve, work on the roof will resume.

**Agenda Item #4: Coronavirus Communication**

**a. Discussion, b. Decisions, Next Steps:**

a. PS 174 has shared all DOE updates on the Coronavirus with parents, student and staff. The latest letter was reviewed.

b. -The school will continue with its information messaging, “Clean hands keep us healthy!”

c. Any new information from the DOE will be shared with parents, students and staff.

**Agenda Item #: 5 Procedures for Visitors**

**a. Discussion, b. Decisions, c. Next Steps:**

a. School memo: Visitors (February 6, 2020) was reviewed. Current visitor procedure is:

1. Sign in at the security desk with proper identification.
2. Visitor is sent to the main office.
3. Room/staff member is called.

b. a. All adults enter/exit through the main entrance only.

b. School bus drivers may be allowed to use the school’s bathrooms. School bus drivers will not be allowed to other areas of the building (e.g. vending machines).

c. All workers and DOE personnel (non – PS 174 staff), will first go to the main office to be announced to the principal.

c. a. The sign “Students Only – Adults Must Enter At The Main Entrance” will be placed at the arrival entrance.

b & c. Security and office personnel will be notified of this policy.

**Agenda Item #6: Concerning Canines**

**a. Discussion, b. Decisions, Next Steps:**

a. Dogs are not allowed in school or on school grounds.

b. If a dog is seen, the owner/walker will be asked to leave school grounds.

c. There will be signs in place stating this policy.

**Date of Next Meeting:** March 3, 2020