

# Q174

## Safety Meeting Agenda & Minutes

*(Minutes in Italics)*  
December 21, 2018

Mrs. K. Kelly, Principal

Mrs. K. Kobetitsch, A.P.

Members: Principal Karin Kelly, Assistant Principal Kerstin Kobetitsch, Agent Shazia Iqbal, Recorder/Secretary UFT Rep. Richard Niccolich, Custodian Dave Menoscal Crossing Guard Tina Inglese, Parent Coordinator Laura Hui, Teacher Rep. Ms. Roopchand, School Aide Josephine Conigliaro

*Attendance: Principal Karin Kelly, Assistant Principal Kerstin Kobetitsch, Agent Shazia Iqbal, Recorder/Secretary UFT Rep. Richard Niccolich, Custodian Dave Menoscal Crossing Guard Tina Inglese, Parent Coordinator Laura Hui, Teacher Rep. Ms. Roopchand, School Aide Josephine Conigliaro, Parent Yuri Finisterre*

### **Greetings!**

#### **Emergency Readiness ~**

-We are in compliance for the school year thus far in both Lock Down drills and evacuations. We will be having a Shelter Drill today.

*-Shelter In has replaced the old Shelter Drill*

*-The old Shelter Drill would cover scenarios like bad weather with high winds, for example.*

*-At a future PL, it will be discussed, how a Shelter In might be modified in order to cover various scenarios.*

#### **Security and News ~**

- All sub folders are up to date with dismissal information - including bus students, days, and programs (if applicable)

- Be sure that all sub folders are up to date with afterschool information - PS 174 and others (including days of the week; and place to be picked up)

- All notes regarding 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 notes are dismissal regarding "walkers" the teacher dismissing needs to have that information - either classroom, cluster or sub.
- If a child is in our afterschool program and tells you that they are not going to afterschool, 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.
- If a child has a name change, make sure that you sub folder includes that information.
- All classroom and cluster and sub teachers are ultimately responsible for the appropriate dismissal of their students.

*-Agent Iqbal has requested a new year's reminder for parents to bring id to enter our building.*

*-Aide Conigliaro reported indoor recess has been functioning well with the addition of new games/activities from Asphalt Green.*

Adjournment: 8:40