

# Q174

## Safety Meeting Agenda & Minutes

*(Minutes in Italics)*  
January 25, 2019

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, Crossing Guard Tina Inglese, Parent Coordinator Laura Hui, Teacher Rep. Ms. Roopchand, Teacher Rep Kathleen Desivgne, School Aide Josephine Conigliaro*

### **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 Lock Down drill next week.

*-The DOE regulations on the various drills will be given to the members of the Safety Team.*

#### **Security and News:**

- 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.

### **Construction Updates:**

- Auditorium was closed during construction/renovation for the safety of the students.
- Construction protocols are monitored by school administration for the safety of all populations who use our building.
- During the February break, the auditorium floor will be worked on. No staff member or student will be present during construction.

### **Indoor Recess:**

- Students were asked to let an adult know if they notice anything wrong with the new seats in the auditorium.

### **Occurrence Report Referrals:**

- Reports need to be handed in completed, including OSIS number and the outcome section.
- The injury line should not be checked off unless there was an injury sustained that warrants the filling out a comprehensive report as well. Minor scrapes, scratches and bumps are not considered an injury.

### **PL for Behavior Management:**

- All staff members are encouraged to take PL's on behavior management in order to better serve our students and to reduce the need to file OORS reports.

### **Visitor Procedures:**

- The procedures for visitors are the consistent from school to school. Substitute security agents should be following these rules.
- Administration tries to add school personnel, whenever possible, to assist a substitute security agent.

Adjournment: 8:25