

Q174
Safety Meeting Agenda
February 8th, 2019
(minutes are in italics)

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, Teacher Rep. Kathleen Desvigne, School Aide Josephine Conigliaro, IEP Teacher Lisa Margrill

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, Teacher Rep. Kathleen Desvigne, School Aide Josephine Conigliaro,*

Greetings!

Emergency Readiness:

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

Security and News:

- Trip packet now in Spanish.
- Other preferred languages spoken at 174 will be taken into consideration. trip slips will include pertinent information in other language such as method of transportation, money to be collected, any special attire needed for student to participate.....et al....

More Importantly.. Safety concerns and emergencies on trips

- Nurse and 504s
 - The nurse must be informed of upcoming trips*
 - The nurse gets a subnurse to go on the trip.*
 - Nurse will provide teacher training for EPI PENS*

- Trip folders with blue card information
- Calling EMS for off-site emergencies
- Responsibilities of 174 staff
 - A Monday PL session will be dedicated to discussing staff responsibilities regarding trips. Reactions to different scenarios will be covered:
 - What to do if a child needs to go to the hospital?
 - What to do if a teacher needs to go to the hospital?
 - Can students be sent back to school with parents and the bus driver, without the teacher being present?

Construction Updates: with Mrs. Kelly

- Outside near school yards
- Currently there is construction going on outside of the school.
 - Three holes have been dug for future tree planting. There are new city protocols regarding planting and irrigation.
 - Volunteers will be asked to monitor these areas during dismissal as long as there are open holes and mounds of dirt present.
 - A letter will be sent to notifying parents about the situation.
 - There is no change to dismissal routines.
- The cafeteria floor will be replaced during the February mid-winter break. Staff and students will not be present during this construction.
- Plans have been submitted for a rooftop auditorium AC unit. Soon contractors will be coming to our school to tour and provide bids.
- Other
 - Next week there will be a number of parents visiting our school:
 - 3rd grade performance – Tuesday, February 12th
 - 2nd grade performance – Wednesday, February 13th
 - Assembly in the gym – Friday, February 15th
 - Special Citywide Elections in the cafeteria - Tuesday, February 26th
 - “picnic style” lunch will be in the gym
 - parents will be notified
 - The DOE/DOT Vision Zero initiative will start on Tuesday, February 26th with the 4th grade. Eventually, all grades will be covered.

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.
- Maya Yakubov has the link for Webinars. (It can count for CTLE credit.)*

Adjournment: 8:50