

School Safety Meeting Summary

(italics signify carryover from previous summary)

School DBN: 28Q174 **Date:** February 5, 2021 **Time:** 9:30 am

Building and Room: Remote/Google Meet

Committee Members in Attendance

Karin Kelly (Principal), Kerstin Kobetitsch (Assistant Principal), Len Pizza (Teacher), Randi Lazrus (Teacher), Richard Niccolich (Recording Secretary – UFT Delegate), Laura Hui (Parent Coordinator), Dave Menoscal (Custodian), Yira Sanchez (SSA), Olga Masturova (School Nurse), Shweta Jain (Parent), Josephine Conigliaro (School Aide)

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's Safety Minutes were reviewed.

- *Agenda Item #2: Emergency Readiness*

-PS 174 has and will continue to comply with the Emergency Readiness mandates.

- *Agenda Item #3: Covid Testing*

-We are working together with the DOH. We have been assembling students and staff that have been randomly picked by the DOE.

-Agenda Item # 4: Safety and Security

-January's School Safety Summary was emailed to school personnel.

Agenda Item #2: Emergency Readiness

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

a. There are emergency readiness mandates that must be followed. 8 drills have been completed to date: 4 evacuations and 4 lockdowns.

b. There are 12 Emergency Drills that must be completed this school year: 4 Lockdown Drills and 8 Evacuation Drills.

c. PS 174 will complete the last 4 evacuations before the end of year deadline.

Agenda Item #3: Covid Testing

a. Discussion, b. Decisions, Next Steps:

a. There are some staff members, who are in school, but are not included in the DOE/HHC's random testing list. (e. g. paras in excess, long term subs, school safety agents, custodial staff, food services personnel)

-The school has submitted a complete list of staff members, who are in school, to the NYCDOE/NYCHHC.

b. Since NYC is requiring strict adherence to the names and numbers in their random testing list, they need to correct this problem.

-Once the required number of persons have been tested from the testing list, then others, who are not on the list, may be tested at the discretion of the onsite testers.

c. NYCHHC will be contacted regarding this issue

Agenda Item #4: Child Abuse and Neglect Refresher

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

- a. The DOE requires that the school give a midyear Child Abuse and Neglect Refresher.
- b. The staff will be provided with the Child Abuse and Neglect Refresher.
- c. The staff will be provided with the Child Abuse and Neglect Refresher.

Agenda Item #5: Key Audit

- a. Due to the Covid pandemic, normal key control procedures were not able to be followed.
- b. Keys will be audited.
- c. -The staff will be notified of the audit.
- Unclaimed keys (keys without numbers) will be removed from the key box.
- Staff working remotely will be asked to mail in or drop off keys if school keys are at home.
- New keys will be assigned on a classroom by classroom basis.
- New keys rings will have a numbered key tag, a classroom door key, a bathroom key and an alarm key if applicable.
- Alarms key list will be updated.

Agenda Item #6: Key Procedures

- a. Keys are school property. They are signed out at the beginning of the year and returned at the end of the year. They cannot be taken home. They cannot be duplicated.
- b. At the end of the school day, keys will be placed in the key box.
- c. Staff will be reminded of the procedures.

Agenda Item #7: Staff Bathrooms

- a. Staff bathrooms need to be secured rooms. Students may not enter.
- b. Bathroom doors will be locked and doors will be kept closed. They may not be kept ajar. If a staff member does not have a bathroom key, they should request a key from the custodian.
- c. Staff will be notified to keep bathroom doors closed.

Agenda Item #8: Suspicious Email

- a. Recently, there have been emails phishing for information targeting DOE employees.
- b. Staff should be wary of email requesting personal information even if it seems like it is originating from the DOE. These types of email do not come from the DOE or its personnel and it should be considered malicious. No information should be provided. No link should be clicked.
- c. The school will notify the school community if knowledge of these types of email becomes known.

Date of Next Meeting: March 5, 2021