

# School Safety Meeting Summary

**School DBN:** 28Q174

**Date:** June 7, 2019

**Time:** 8:00am

**Building and Room:** PS 174 – Principal’s Office

## **Committee Members in Attendance**

Karin Kelly (Principal), Len Pizza (Chapter Leader), Kerstin Kobetitsch (Assistant Principal), Dave Menoscal (Custodian), Laura Hui (Parent Coordinator), Josephine Conigliaro (School Aide), Karen Roopchand (Teacher), Tina Inglese (Crossing Guard), Maria Polizzi (School Safety Agent), Richard Niccolich (Recording Secretary – Teacher)

## **Additional Attendees (if applicable)**

**Was this meeting open to parents and other community members?** Yes

### **Agenda Item #1:** Emergency Readiness

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

a. We are in compliance for the school year thus far.

b. We will continue to be in compliance.

c. We will complete 1 Lockdown Drill and 3 Evacuation Drills before the end of the year.

### **Agenda Item #2:** New City Garbage Protocols for Schools

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

a. –Starting in September, our school will have a new recycling program that includes organics. New brown (organics) bins will be sent to our school.

-Organic recyclables will be picked up daily. All other recyclables and garbage will be picked up twice a week.

**b.** –In order for these changes to be successful at our school everyone at our school needs to be onboard.

-Kitchen staff needs to be trained.

-School Aides will continue with their present duties.

-Teachers need to be informed about the changes so they in turn can instruct the students.

-Mr. Pizza will reinforce the changes with science lessons with the students.

-Student Leaders / Lunchroom Monitors will model proper recycling and garbage disposal for the younger grades.

-A training video will eventually be made for students to view.

**c.** –Ms. Kobetitsch will be observing current lunchroom practices. When kitchen staff trainers will come in, Ms. Kobetitsch will be able to have input in the new lunchroom procedures.

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

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

**a.** –Water bottle refill stations will be coming to our school next year.

-There has been no new work on the air conditioning-auditorium project.

**b.** It is expected that work in the auditorium will continue in the summer.

**c.** The project manager will be contacted.

### **Agenda Item #4: Special Elections – June 25, 2019**

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

**a.** Citywide special elections will be taking place in the school cafeteria.

**b.** –On the day of special elections, the students will be having “picnic” lunch outside.

-If there will be inclement weather, “picnic” lunch will take place in the gym.

-Signs will be placed in the building to remind voters to exit through the main entrance and to only use the adult bathrooms.

c. Parents will be notified of the upcoming “picnic” lunch.

**Agenda Item #5: 5<sup>th</sup> Grade Final Assembly**

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

a. The 5<sup>th</sup> Grade Final Assembly will run 8:45 am – 10:30 am.

b. -The 5<sup>th</sup> grade will go to lunch right after the conclusion of the assembly.

-The graduation party will take place in the gym starting at 11:00 am.

-Kindergarten will begin and finish lunch earlier in order to create a positive traffic flow avoiding the conclusion of the assembly.

-In the event of inclement weather, Kindergarten will have recess in the library and/or the classrooms.

c. Appropriate staff will be notified of these changes.

**Date of Next Meeting: September 13, 2019**