

Parent Safety Advisory Group  
Organizational Meeting  
Meeting Minutes: March 26, 2018 6-7pm

14 parents, 2 administrators in attendance

Kerri O'Boyle, Parent Forum President introduced the group, Sarah Shoener, Co-chair of PSAG and Marie George, CEO of HGS

### **Group Purpose**

Sarah Shoener reviewed the group purpose which states the following:

1. Communicate Parent/guardian concerns to school leadership
2. Review and provide feedback on school safety measures under consideration and/or to be implemented
3. Identify educational and information materials and resources that can be made available to HGMICS faculty, staff, students, and parents/families
4. Facilitate parent education and informational sessions
5. Identify potential funding sources or fund-raising efforts to support the school's infrastructure and other needs aimed at safety prevention and emergency preparedness

### **Communication Channels**

Sarah Shoener made note the types of communication that should go through this PSAG or directly to the school. Any recommendations and ideas for safety will go directly to PSAG, whereas individual student issues go directly through School leadership.

PSGA concerns will be emailed to [sarahshoener@gmail.com](mailto:sarahshoener@gmail.com) until email for the group is set up.

Sarah Shoener shared that a new HGMICS Safety Committee has been started at the school and fellow Parent AJ Samuel will be the parent member/liaison.

### **HGMICS Safety Procedures**

Maria reviewed current safety procedures taking place at the school

#### **Entrance and Dismissal (including visitors and volunteers)**

1. All visitors/volunteers/parents will enter through the front door
2. Procedure is to Ring buzzer, enter main waiting area, sign-in, ID should be checked if Patti does not know you, and a visitor badge should be given. An escort will take you to your destination. Patti will also call down to your destination to advise you are present.
  - a. Parent provided idea to use keys/drivers license to be kept at front desk as "collateral", an idea taken from other area school districts
3. Dismissal would include an escort back to the office, return badge, and sign out, exiting same door entered. No one is to be wandering the halls without and escort.

4. Student Dismissal: through the side door in the front, escorted by staff/faculty. It was stated that several staff/faculty are at each doorway entry from the outside through to the Multipurpose Room.

#### **Maria reviewed Drills e.g. Fire/Lock Down/Lock Out/ Evacuation**

1. Maria stated there have been a few drills thus far, each that they have learned from. Parents are not notified, but may be alerted in the future after the drill so parents and HGS can be on the same page about what is told to the students, especially during a lock down drill.
2. It was stated that an evacuation drill will take place this year as well as an official lockdown drill.
3. For everyone's safety, it was explained, that parents are not to know the lockdown plan, evacuation plan, or when these will occur. It is to maintain authenticity and protection from outsiders.

#### **Priority Safety Measures**

Marie George, CEO shared safety measures being considered and update from the board about funding

#### **HGMICS Safety Committee Established**

1. First meeting will be held April 4, and thereafter the 1<sup>st</sup> Wednesday of every month, after 6 months, the school can apply to the state to be certified.
2. Made up of teachers, staff, and parent AJ Samuel
3. Committee will examine threat assessment done on the school as well as examine priorities.
4. Difference between PSAG and this safety committee: the PSAG is a support to the safety committee and school, researching, presenting ideas, and fundraising for safety measures.

#### **Mass notification system and Board Approvals**

1. The Board approved up to 43,000 to be used for safety upgrades of mass notification system and security cameras
2. School has several proposals they are reviewing to then decide best course of action

#### **Meeting was open for parent discussion and suggestions**

1. Discussed idea of resource officer, or security guard. This group will examine and funding available to assist in cost. This was only an idea.
2. Ideas for door stops, fire extinguishers in each classroom for protection
3. Parent brought up ALICE training, to which Maria and Marie replied they are attending ALICE later in the week. ALICE is one type of active shooter training, it stands for Alert, Lockdown, Inform, Counter, Evacuate
4. Parent who works for Scranton School District, and recently received active shooter training provided the following ideas to administration

- i. Contact Officer Tom Carroll through SPD (who provided SSD training)
- ii. Commonwealth Health Bucket Program, provides first aid materials for each classroom, AJ Samuel and Marie/Maria stated they would look in to this
- iii. Red Box idea- red tape is on floor, which is the location students are placed during lock down, which would also include the bucket. Red tape is used so no questions asked, even if a substitute was present.

Many ideas were discussed, including metal detectors or wands used. Most parents were on board with this idea, however another parent made the point that we need to work proactively and stop the violence before beginning, which is why the PSAG also has as part of their purpose to research educational opportunities for the school, such as Know the Signs, Bullying prevention etc.

Discussed Safe schools, which is a funding source, Maria and Marie have already looked into this and are on top of it.

### **Conclusion**

At this time the Parent safety advisory is looking for a co-chair, and a group of 6-8 parents to form this committee that will meet bi-monthly, although all parents will be welcome at each meeting. Those interested can contact Sarah Shoener at [sarahshoener@gmail.com](mailto:sarahshoener@gmail.com) or 267-255-3507. A follow up email will be sent to all attendees of this meeting.

Next meeting date TBD

Noted at meeting: This group is not to design policy and procedure, but to advise, assist, and help aid the school in whatever safety precautions they feel are necessary. The purpose of the group is to open communication channels between parents and the school.