

HOWARD GARDNER MI CHARTER SCHOOL

Safety Committee Minutes from January 2, 2019

The Safety Committee met from 8:00 am to 9:30 am in the school board room. In attendance were Marilyn Caputo, Suppi Chandragiri, Nick DeConzo, Marie George, Jeri McNulty, Amy Ryan, AJ Samuel and Chuck Wallinger (chair). Excused: Renee Dougherty, Bryan Kerns, Maria Rozaieski, , Kim Wall.

Topic	Discussion	Action
Minutes	Minutes were approved as written.	
Agenda Item		.
Front Entrance Security	Marie brought the need to review the front door entrance security procedure. Marilyn brought to the committee that a family member of a student was concerned about access. The current procedure for checking by camera who is asking for permission to enter the school and how ID's are checked when a family member/guardian are picking a student up from school was reviewed.	The current procedure was reviewed and the committee felt the current procedure is adequate. Chuck will develop a written procedure for the entrance or access to the school. Chuck will follow-up with concerned family member.
In Service Training Recommendations	Marie asked the committee if there are any In service training which would benefit the school employees.	Review of emergency procedures and drills were suggested along with current student intervention services.
Employee Incident Report December 2018	Chuck reported there were no employee incidents for the month of December, 2018.	Completed
Student Incident Report December 2018	Amy reported there were 4 "Report Only" incidents for the month of December, 2018. Two of the incidents were in the kindergarten playground, one was in the gym, and one was in a doorway.	The safety committee did not feel there were any safety issues concerning these incidents.

	As a follow-up to recent student fall in Kindergarten play area, Marilyn, Jeri, and Suppi brought up placing new mulch in the playgrounds	This is scheduled for spring 2019.
Facilities Update	Marie stated Bryan has ordered 5 electrical panels which, due to the cost, was approved by the Board and will complete the replacement of all outdated electrical panels.	Will be installed shortly by the Vishnevski electrical company.
Updates on Projects still in Process	Outdoor lighting for the parking area where employees and guests enter and exit the building.	In process, Bryan will complete in January.
Other Matters	<p>AJ brought up numbering the rooms and outside door entrances for access in both an emergency situation or on a daily basis. Marie noted that this was included in the PCCD Safety Grant.</p> <p>Suppi brought up the cleaning and scrubbing of vents in the building.</p>	<p>With the delay in the PCCD grant funding decisions, Marie and Bryan will follow-up in getting a low-cost solution.</p> <p>Marie will discuss with Bryan and, if needed, will contact Bulldog Maintenance concerning this cleaning practice.</p>

