

HOWARD GARDNER MI CHARTER SCHOOL

Safety Committee Minutes from September 5, 2018

The Safety Committee met from 8:30 a.m. to 9:30 am in the school board room. In attendance were Patty Biko, Suppi Chandragiri, Marie George, Maria Rozaieski, Amy Ryan, and Chuck Wallinger. Excused: Kim Hoskins, Bryan Kerns, AJ Samuel . Visitors: Jim Haggerty and Tom Conigliaro from Joyce, Jackman and Bell.

Topic	Discussion	Action
Minutes	Minutes were approved as written.	
Agenda Item		.
Updates on Projects	<p>Final stages of installing phone and intercom systems are underway</p> <p>AJ is assembling 5 medical kits; two more items need to be acquired. Two back ordered items once received will complete the kits</p> <p>Mandatory CPR/First Aid Training for all employees was held; satisfactory coverage of epi pens and stop the bleed</p> <p>Street Sign application with Scranton City Council initiated</p> <p>Exterior signage installed included two bollards in front of Early Learning Center (ELC) entrance</p> <p>Reports on generator and incident reports tabled until the next meeting</p>	<p>Marie, Chuck and Bryan will monitor Phone extensions mirror room numbers , intercom zones established and two outside speakers to be installed</p> <p>AJ will complete Kits and Amy will distribute</p> <p>Amy will investigate ‘stop the bleed ‘training for herself</p> <p>Solicitor Kim Scanlon will assist in preparation for City Council meeting.</p> <p>Marie will initiate interior signage for hallways etc.</p>
Safety Concerns	Wet hallway at the South entrance was reported due to excessive rainfall seeping from underneath the building.	Floor covering will temporarily be placed there and additional measures considered if persists long term.

	Continued discussion about student/teacher/volunteer accountability on field trips.	Patty will convene a working group to obtain recommendations for improved procedures .
Assessment from Insurance Agents: Jim Haggerty and Tom Conigliaro	<p>Recommendations: Flammable Cabinet for flammables; sidewalk repair near ELC entrance; test emergency lighting, verify proper illumination of exit signs</p> <p>OSHA reporting requirements reviewed that now include reporting to OSHA within 24 hrs for in-patient admission for employees as a result of workplace injury</p> <p>Discussion about Committee; Commendation for how it is currently functioning. Things to consider: expanding membership to 2 more teachers; rotate chair duties; keep all staff apprised and involved, as needed.</p>	<p>Follow-up will be planned by Bryan and Marie</p> <p>Chuck will review with Renee</p> <p>Marie will evaluate committee structure and membership</p>