

**HOWARD GARDNER MI CHARTER SCHOOL**

**Safety Committee Minutes – October 2, 2019**

The Safety Committee meeting of the Howard Gardner MI Charter School met from 8:00 a.m. to 9:00 am. In attendance were Patty Biko, Marilyn Caputo, Suppi Chandragiri, Nick DeConzo, Renee Dougherty, Marie George, TreeAnne McEnery, Jeri McNulty, Maria Rozaieski, Amy Ryan, AJ Samuel

<b>Topic</b>	<b>Discussion</b>	<b>Action</b>
Minutes		Minutes from Sept 4 <sup>th</sup> were approved and will be posted on the website
Agenda Item		.
Sub-Committee Update  Fire Drill De-Brief and Policy	When needed a subgroup of the Committee will meet to complete specific tasks etc. Recently the Fire Drill policy was reviewed for drills scheduled in September and the October drill with the Fire Department.	Policy distributed and drills practiced. Policy changes: All clear will be issued by Patty over the PA system, in addition to two-way communications. This is ensure that everyone knows. Doors need to be closed before classes leave their rooms; same with offices
PCCD Grant	Marie reported that the 2019-2020 PCCD grant is open and due November 4 <sup>th</sup> .	.Marie will keep the Committee updated on the grant application.
Safe2Say Program	This is a statewide mandated 24 hr hotline to report possible threat. Student 5-8 and all teachers need to be trained.	Olweus Committee will address this as part of their work this year.
Lice Letter	Lice letter to parents was not yet sent.	Amy, rather than Maria, will send letter out today.
Incident Reports	One employee incident report occurred and six student injuries.	No patterns identified for follow-up.
Other Matters	Suggestion to place stop sign(s) at the exit of the parking lot.  Kindergarten exit door to play area is being propped open since it automatically locks.	Marie will notify Bryan for follow-up  Bryan will assess ways to solve this issue.