

**HOWARD GARDNER MI CHARTER SCHOOL**

**Safety Committee Minutes**

The Safety Committee meeting of the Howard Gardner MI Charter School met from 8:00 a.m. to 9:15 am in the school conference room. In attendance were Renee Dougherty (chair); Patty Biko, Marilyn Caputo, Bryan Kerns, Marie George, TreeAnne McEnery, Jeri McNulty, Maria Rozaieski, Amy Ryan Not present: Nick DeConzo, Suppi Chandragiri, AJ Samuel, Chuck Wallinger

<b>Topic</b>	<b>Discussion</b>	<b>Action</b>
Minutes	November Meeting Minutes Approved	Mike will post on website
Agenda Item		.
Scranton Police Dept Visit	Marie reported that three SPD officers visited the school for a routine walkthrough to familiarize themselves with the layout of the school. Info previously submitted to SPD Chief was not available to the officers. Follow-up with Sgt. Carroll regarding info and ID	School info also sent to Sgt. Carroll and guidance received regarding only checking IDs for plainclothes officers.
Draft Lockdown Policy	Policy was rewritten to focus on Threat and Security procedures to include lockdowns, lockouts and shelter-in-place. Distinguishing between drills and actual threats is reflected in the revision. It was agreed not to replace the word <i>lockdown</i> with another word/term.	.Marie and Maria will re-draft the related procedures to accompany the revised policy.
Tac2 Training and CPI Team	The school will move to the Tac2 training and plan for school-wide training. PCCD Grant requests financial support for this effort. Hazel will serve as the train the trainer and recently completed the 4 day training.	Meetings with Hazel will be held to determine next steps to include training existing CPI Team members.
Threat Reporting and Recordkeeping	Discuss took place about the need to have an ongoing record of any incidents involving threats/risks. This will provide Chuck with needed information to properly code and report all incidents	Maria will develop a spreadsheet and make monthly reports to the Safety Committee. In January a summary of incidents from August through December will be presented and henceforth monthly reports.

Employee Incidents	Renee reported that there were no employee incidents in November	
Student Incidents	Amy reported that there were 2 serious head injuries involving possible concussions and 3 asthma related incidents	Amy followed up with parents to ensure that inhalers for students are available; Chuck reported the head injuries
Projects in Process	Kindergarten Back Door Verify if Outside PA Speaker is working	Bryan will install locks  Bryan and Patty will do a test
Other Matters – Ice on Sidewalk	Freezing conditions caused a treacherous situation on sidewalks during arrival on Tuesday 12/3. Discussion about alternative drop off points; It was decided that Arrival Dismissal from Dec thru Feb will be at the upper elm street sidewalk to avoid the steep slope. Recommendations for apare salt containers available and earlier surface treatment.	Patty will notify bus drivers and Trish from DeNaples. Maria will alert teaching staff. Bryan will obtain dispensers for salt near entrances & treat earlier. Bryan will obtain a sign to designate bus drop off