

**HOWARD GARDNER MI CHARTER SCHOOL**

**Safety Committee Minutes September 10,2020**

The Safety Committee met via zoom call from 3:15 pm to 4:10 pm. Attending the meeting were: AJ Samuel, Amy Ryan, Bryan Kerns, Chuck Wallinger, Colleen Coolbaugh, Janet Kania, Jeri McNulty, Kimberly Hoskins, Marilyn Caputo, Nick DeConzon, Suppi Chandragiri, Patty Biko, TreeAnne McEnery, Dr. Marie George and Joe Ross (chair). Excused: Jade Volchoff, Kim Wall and Mike Abballe.

<b>Topic</b>	<b>Discussion</b>	<b>Action</b>
Fire Drill	Fire drill was conducted on 9/9/20, evacuation time to all clear was 1:14. Dr. George indicated there were a couple of doors not closed. Otherwise, the drill was successful.	A fire drill will be also conducted on 9/10 for the other cohort. Bus evacuation drills are scheduled for 9/10 and 9/11
HGMICS Reopening Reports		
Classroom/Instruction	TreeAnne reports the start of school is going well. No issues reported	Continue to monitor
Arrival/Dismissal	TreeAnne stated both are working well. There are at least five staff at arrival to take temperature and assist. On dismissal, Nick recommended loading the vans first as opposed to the buses to make the dismissal process more efficient.  Suppi indicated the students accessing their lockers activate the sensor thus unlocking the exterior door. She inquired if something can be done to address.	TreeAnne will follow up with Patty to determine if making this change is viable  Joe and Bryan will investigate options
Transportation/Food Service	No issues. Patty indicated Bus 61 made a 20 minute change and some students missed the bus. Patty stated communication has improved with Transportation company  Food service is in good shape. They have a 2 week cold supply in case we return to yellow Suppi inquired if we could reiterate lunch is a cashless system	Patty sent an email to notify all parents of the change  Patty will send another email reminder
Health	Amy reported medical room was functioning well. Significant discussion ensued regarding the procedure to follow when a student is taken to Medical Office. Consensus reached to retrain and reinforce to instructional staff the	Amy will work on a flow chart for guidance which will be distributed to staff  Amy is training all Admin staff on Medical Room operations

	<p>procedures that should be followed when a student needs service.</p> <p>Marilyn raised question about the playground mulch and condition of wooden play set. Also inquired about the possibility of getting a radio for outdoor time</p>	Joe and Bryan will follow up
Social/Emotional Health		Colleen indicated she and Jade will begin screening students for at risk behaviors
Facilities	Joe stated there have been no issues. A day cleaner has been added to sanitize cafeteria, classrooms and high touch areas. Some cleaning issues have been reported and immediate contact was made to Bulldog cleaning	Joe has communicated with Bulldog owners regarding the cleaning of the building
Human Resources	Renee stated thermal kiosks are operational. Employees children are also using these for temp checks, and opening is going well	Not required
Administrative Coord/Communication	Communication to parents and staff are going well. Dr. George is working on Health and Safety Plan	Not required
Updates to Health and Safety Plan	Marie is finalizing update and has posted a red line version of the plan on the shared drive. She requested any changes be forwarded to her by 9/11/20	Health and Safety Plan needs to be approved by the Board at the 9/15 meeting. Once approved it will be resubmitted to PDE
Meeting Schedule/Membership	Joe indicated safety committee will meet the 2 <sup>nd</sup> Wednesday of the month at 3:15 pm. Currently, membership has expanded due to Covid preparations. Joe and Marie will work to get the membership down to 8-10 people	Joe will identify members and send an email to all.
Other Matters	No other matters	
		Meeting adjourned at 4:10 pm