

<b>Group/Team:</b>	Safety Team		
<b>Location:</b>	Mr. Luchina's Classroom	<b>Norms Reviewed:</b>	X yes no
<b>Date of Meeting:</b>	Feb. 23-2017	<b>Start Time:</b>	7:40 AM
<b>Minutes Prepared By:</b>	Andrew Luchina	<b>Finish Time:</b>	8:20 AM

### Attendance at Meeting (list all team members present or not and guests)

	Name	Position	Absent
1	Maria Zillo	Vice-Principal	
2	Jamie D'Agostino	4 <sup>th</sup> Grade Teacher	
3	Marge Famigletti	Nurse	x
4	Carol Salvia	Secretary	
5	Maureen Keeley	1 <sup>st</sup> Grade Teacher	
6	Steve Matthews	3 <sup>rd</sup> Grade Teacher	
7	Ron Defazio	2 <sup>nd</sup> Grade Teacher	
8	Andrew Luchina	5 <sup>th</sup> Grade Teacher	
9	Edith Agudo	Bilingual Kindergarten Teacher	x
10	Kim More	Kindergarten Teacher	
11	Judy Baronowski	School Psychologist	
12	Doreen Currier	Parent Liason	
13	Marge Donahue	Cafe	

### Purpose of Meeting – Instructional Focus:

Discussed safety concerns for the building

### Meeting Notes, Decisions, Issues

1. Discussed Lockdown- Mrs. Zillo went over some observations, oaktag not present on some doors, one door downstairs not locked (closet), teacher email problems-spoke to individuals who needed help with protocol
2. Split lists are a safety concern - must give copy to all teachers, admin, nurse, and secretaries
3. Email Protocol - discussed cumbersome aspects but not changing at this juncture of the day
4. Door Alarms- not in service, need weather proof alarms, many doors are not alarmed, Keycode needed for Recess Door, major safety concern
5. Office Report - nothing
6. Cafe Report - nothing
- 7- Nurse- always updating allergies
8. Safety folders in hallway- documents are being put up as well.
- 9- Role of Safety Team- please do checks on your grade level once a month

Next Steps (Include action items)		
Action	Assigned to	Due Date
Safety Check from Team Members	All	3-23-17
Place Cards on Safety First Folder	Currier/Luchina	3-23-17

Next Meeting					
<b>Date:</b>	3-23-17	<b>Time:</b>	7:45am	<b>Location:</b>	Luchina's Room
<b>Agenda:</b>	DISCUSS SAFETY CONCERNS FOR THE BUILDING				

**Meeting Minutes guidelines:**

- Take minutes as meeting takes place via Google Docs
- Minutes available to all stakeholders (via Google Docs)
- Email to Safeschools@sp.waterburyct.org