

<b>Group/Team:</b>	Safety Team		
<b>Location:</b>	Mr. Luchina's Classroom	<b>Norms Reviewed:</b>	<input checked="" type="checkbox"/> yes <input type="checkbox"/> no
<b>Date of Meeting:</b>	October 20, 2016	<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	
4	Carol Salvia	Secretary	
5	Maureen Keely	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	
10	Kim More	Kindergarten Teacher	
11	Judy Baronowski	School Psychologist	
12	Doreen Currier	Parent Liason	absent
13	Marge Donahue Mitch	Cafe Custodian	absent
	Marcy Peschke	Gym Teacher	

### Purpose of Meeting – Instructional Focus:

Discussed safety concerns for the building

### Meeting Notes, Decisions, Issues

1. Injury Report- No new injuries to report.
2. Walkie check- new antennas and batteries are on the way if needed
3. Governance council concerns- Mrs. Zillo discussed concerns on Meriden Road, traffic issues, where cop is and dangerous actions by parents walking across traffic in morning and afternoon time, flyers have gone out to parents and verbal discussions have been started with parents crossing the road. Possible new crosswalk and
4. Safety Morning Check- discussed with Mitch safety check about gates around K recess area, must be done every morning
5. 2 Keys for gates must be made for safety members
6. Buddy List for Subs during a Lockdown- list was given to Carol in office and alternative was discussed about texting numbers, and or creating emails, try to complete for next meeting

7. Iris will be sent to remind parents about safety protocols
- 8)Office Report- no immediate safety concerns
- 9)Nursers Report- Nurse got each grade level member a grade level allegy list. This information is sensitive and should be kept only by grade level members.
- 10) Cafe Report- new lockdown door oaktags were put up with new velcro
- 11) Evacuation- \*\*Has been decided to wait to spring to perform a full evac. to alternate sites.
- 12)Grade Level Saftey drills up on Google docs for October is LD. November will be a LD again. Please update your grade level date and time and notify admin and office when drill is happening.

Next Steps (Include action items)		
Action	Assigned to	Due Date
update November grade level safety drill schedule	Team	11/3/16

Next Meeting					
<b>Date:</b>	11/3/16 and 10/20/16	<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