

<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>	11-20-15	<b>Start Time:</b>	8:05 AM
<b>Minutes Prepared By:</b>	D'Agostino	<b>Finish Time:</b>	8:30 AM

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

	Name	Position	Signature
1	Maria Zillo	Vice-Principal	
2	Jamie D'Agostino	4 <sup>th</sup> Grade Teacher	
3	Carol Salvia	Secretary	Absen
4	Michael Dunn	Phys Ed Teacher	
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	Reading	
10	KIM MORE	Kindergarten Teacher	
11	Patty MacAlinden	Social Worker	Absent
12			
13			

### Purpose of Meeting – Instructional Focus:

Discussed safety concerns for the building

### Meeting Notes, Decisions, Issues

1. Teachers need to check periodically with the nurse to make sure that they are up to date with their students meds which can change periodically.
2. Update sheets will remain the same with no adjustments, user friendly.
3. Walkers list will be completed for next week and be sent to Mr. Luchina, Mrs. Zillo, and Carol. All parents and emergency contacts will be on this list.
4. At school governance council meeting the building conditions were discussed such as over-crowding, parking lot needing to be paved, lockers need to be fixed, replaced, or removed, the traffic at dismissal time and the need for the police officer to be patrolling the street, directing parents, and paying more attention to the children. A sub-committee will be formed to address these issues.
5. Mr. Herman is going to come and look at the traffic at dismissal times.
6. Fire Drills-team leaders to convey the message to team members that need make sure that they have an alternate route to exit the building in case an entrance is blocked off.
7. Want teachers to practice 2xs a month fire drill and lock down/shelter in place.
8. When a shelter in place is called needs to be for the whole school so that there is no confusion from other grade levels and it remains uniform.

Next Steps (Include action items)		
Action	Assigned to	Due Date
Create Different Scenarios for Safety Drills to practice	Safety team	12-18-15

Next Meeting					
<b>Date:</b>	12-18-15	<b>Time:</b>	TBD	<b>Location:</b>	Mr. Luchina's Classroom
<b>Agenda:</b>	DISCUSS SAFETY CONCERNS FOR THE BUILDING				

**Meeting Minutes guidelines:**

- Publish Minutes within 48 hours of any meeting
- Minutes available to all stakeholders (e.g., binders, shared drive, e-mail, website)

Send Minutes via email to all team members!