# **agenda**

**Safety Council** September 25, 2024

Meeting Room 1 3:30-5:00 PM

Membership: Shana Cutaia, Jeff Beardsley, Mary Scott, ~~Mike Falzoi,~~ Jessica LeVan, ~~Laura Hefner, Sal Tantalo,~~ Caitlin Salerno, ~~Carla Grove, Emily Harris~~, Emily Natoli-Burns, ~~Kelly Wasson~~, Nancy Wayman, Anjali Chaudry, ~~Madeline Honan~~, Ijlal Gunay-Lenio, ~~Stephanie Mongelli,~~ Nancy Wambach, ~~Colleen Pichette~~

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| 1. Introductions
2. Charter Review
3. Committee Norms and Code of Conduct
	1. All committee members read and signed the Code of Conduct
4. Discussion items
	1. Lockdown notification

Shana shared that buildings now have to notify parents/guardians in advance of lockdown drills; we will not share specific times/days but a general timeframe* 1. Secure entry process and training-

Shana shared the training that took place with all front office staff who will operate the Visitor Aware system in the secure vestibules for consistency at all buildings; District and buildings sending communication regarding creating Visitor Aware profiles* 1. Capital project feedback-

Scott Barker shared the latest update of the capital project (full presentation on the website from September BOE meeting); * **Phase 1** focused on safety and security; Scott reviewed secure vestibule process;
* **Phase 2** will focus on MHS and BRMS; major overhaul in both buildings; State Ed Dept is still looking at plans- hoping for approval in November; Jan/Feb starts bidding process; construction estimated to begin May-June 2025; meeting with principals to discuss timeline and gather feedback; presentations to staff will occur with Campus Construction and SEI;
* Elementary buildings in Phase 2 will involve PE/locker room spaces and counseling areas; current meetings with principals;

Total project approximately 3 years to completion* Jeff Beardsley shared about the Energy Performance Contract- there will be a savings over time; LED lighting will be installed in all buildings throughout the District
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| **Other item:** Staff member(s) inquired about reunification plans and what their roles would be; Shana reiterated that building staff are still responsible for transporting students to the alternate site; District staff are responsible for the reunification setup and roles. The below team descriptions may be helpful: |
| **TRANSPORT TEAM** | **REUNIFICATION TEAM** |
| WHOTeachers/Staff | WHODistrict Level Staff |
| WHATTake attendance and stay with your students | WHATPrepare alternate site for reunification procedure |
| HOWFollow building evacuation plan per Emergency Preparedness Guide | HOWDistrict staff report to staging area for roles and responsibilitiesFollow Reunification plan through Emergency Preparedness Guide |
| PRIORITIES1. Student and staff well-being and safety
2. Student and Staff location and condition
3. Transport to reunification site
 | PRIORITIES1. Student and Staff well-being and safety
2. Student and staff location and condition
3. Identify any missing students or staff
4. Every student that can be reunified with their family is reunified
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| All staff must be accounted for and should not leave the site of an emergency without explicit instructions to do so from supervisors. Students are the responsibility of the school District until they are reunited with guardians.  |