

# Pittsford Central School District

## Minutes – Health & Wellness and Health & Safety

September 26, 2018  
3:30 – 5:00 PM  
BRMS – Room 2

**Facilitator:** Pat Vaughan-Brogan

**Note Taker:** Tricia Koehn

**Attendees:** Richard Albano, Ann Binstock, Cindy Chambers, Michael Falzoi, ~~Anne Holahan~~, Ann Kane, Beth Kecskemety, Esther Marino, Deborah Parnell, Susan Sagan-Levitan, Megan Schlageter, Paulette Vangellow, Pat Vaughan-Brogan, ~~Lisa Weld~~, Julie Wittig, ~~Eileen Wolff~~, Jeff Beardsley, Kelly Cline, Laura Hefner, Kathy Herrick, Gina Plattos, Joan Reynolds, Caitlin Ullock, ~~Kelly Wasson~~, ~~Nancy Wayman~~

### Agenda Items:

1. Committee Charter Review
  - Both committees reviewed their charter
  - Health & Wellness Committee Charter – Suggest adding an Human Resources representative
  - Health & Safety Committee
    - Suggested to have representative from each building and adding an Human Resources representative, it may be good to be consistent between the 2 committees
    - The suggestion will be brought to DPT, if approved, buildings will be contacted for a representative
2. Group Norms
  - Both Committees reviewed their Norms- no changes
3. Committee and Subcommittee Meetings (committee meetings are usually in meeting room 2; subcommittee meetings are held in Pat's office)

DATE	ROOM 2	PAT'S OFFICE
October	HS	HW
November	HW	HS
December	HS	HW
January	HW	HS
February	HS	HW
March	HW	HS
April	HS	HW
May	HW	HS
June	HS	HW

# Pittsford Central School District

4. Pat provided Mike Pero with a summary of the work both of the committees have been involved in over the 2017-18 school year.
5. Summer Training with the Sheriff's Office
  - At least 50 people attended; teachers, administrators, parents, BOE members
  - Mike Pero put together a list of questions for participants to answer, those answers were compiled into raw data, and then summarized.
  - Both committees will continue to work on this as a joint goal
  - Other ideas the committee came up with to explore, include
    - Safety Tip Line
    - National Crime prevention activities
    - Lock it Up Campaign (perhaps for PTSA)
6. Cell Service in Buildings
  - The cell service is not reliable in the buildings due to the construction of the buildings, but classrooms do have land lines
  - Cell companies are placing cell towers/antennas around the community
7. Parents want to know what the school is doing to keep kids safe
  - The safety plan will not be available to the public, but it is comforting to know that it has been discussed and a plan is in place
  - Building chairs could collect question from buildings to share with principals
  - Pat will ask the superintendent to share safety information via newsletter
8. Information About Safety
  - There are cameras throughout the buildings and grounds
  - Proxy cards can be deactivated if needed
  - The behind the scene technology and security systems are continuously being updated
9. Common Goal
  - The 2018-19 Common Goal is related to overall safety – physical and emotional
10. Town
  - Narcon and AED units are in all public buildings
  - November 1<sup>st</sup> from 7-8:00 there will be a training for Narcon at the library, open to everyone
  - Kits will be given to all who attend, if have to use your kit, send in the label that comes with the kit to get another one for free

# Pittsford Central School District

- Narcon is also available at all pharmacies for free

## 11. Wellness Wednesday Schedule

- October 3, 2018 – Ann Kane (Narcon)
- October 17, 2018 – Cindy Chambers
- November 7, 2018 – Megan Schlageter
- December 5, 2018 – Ann Binstock
- December 19, 2018 - \_\_\_\_\_
- January 2, 2019 - \_\_\_\_\_
- January 16, 2019 – Susan Sagan-Levitan
- February 6, 2019 – Julie Wittig
- March 6, - Rich Albano
- March 20, 2019 – Beth Kecskemeti
- April 3, 2019 – Debbie Parnell
- May 1, 2019 – Esther Marino
- May 15, 2019 – Susan Sagan-Levitan
- June 5, 2019 - \_\_\_\_\_
- June 19, 2019 – Pat Vaughan-Brogan

## Take Aways – to share with constituents

- We will send out the Narcon training information in a Wellness Wednesday
- Pat will talk with the Superintendent about an article on safety in the upcoming newsletter
- We will request adding an HR representative to H&S committee and H&W. Also, we will request expansion of the H&S committee to assure that each building is represented
- The District did very well with the fire inspections this year – no problems

# Pittsford Central School District

## **Health & Safety Norms:**

1. Starting and ending on time
2. Stay within allotted time frame
3. Work to make decisions in a timely fashions
4. Responsibility to participate- each person represents a group-everyone participates
5. Providing feedback in timely fashion, commit to follow through-put timelines on tasks
6. Identify key take aways to share with groups

## **Health & Wellness Norms:**

1. Starting and ending on time- Let Pat or Trish know if not able to attend or going to be late
2. Be open to all ideas
3. Represent constituent groups-get input, give feedback
4. Follow through with communication
5. Identify take-aways agreed to by Health and Wellness members at the end of each meeting