

# Bridgehampton Union Free School District

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## Meeting Agenda/Minutes

|            |  |              |                   |
|------------|--|--------------|-------------------|
| Date:      | Monday, December 18  | Time:        | 3:30 PM           |
| Location:  | District Office Conference Room  | Facilitator: | Dr. Lois R. Favre |
| Committee: | <b>SAFETY COMMITTEE:</b> Ron White, John Daniels, Sean Sharp, Robert Hauser, Melisa Stiles, Mark Versoza, Mike Miller, David Holmes, |              |                   |
| Attendees: | Dr. Favre, John Daniels, Mark Versoza, Melisa Stiles, Mike Miller  |              |                   |

## Agenda/Minutes

- Car seat rules, NYS (attached) – reached out to PTO about interest in car seat safety at the end of year picnic- Mr. Miller will include in weekly newsletter – waiting for PTO response, can follow up before the Spring – if interested, will need to contact the Police Department, who offer the service.
- First Lockdown drill completed- Mr. Miller and team did a great job. This one is announced so we can work out any glitches. Issue included that not all radios are getting returned to where they belong, so that needs to be worked on. Mr. Miller is also changing up the ‘check in’ for all clear – as sometimes people are speaking at the same times and things are missed.
- Sean indicated that Christine Harrison and Tammy Cavanaugh have been trained in locking down the building for emergency events. He will also expand to Mr. Miller and Ms. Palermo (in the guidance office) to assure sufficient coverage should the need emerge.
- Christine and Tammy worked to update the snow chain process, assuring that even if someone is out, no steps are missed.
- Update on Safety Plans – Plans no longer need to be submitted to BOCES – we must assure that the police department and fire department has our updated plan, which Bob Hauser had indicated he would hand deliver.
- 4x8 Frame about car seats and not leaving students unattended is in clear view- is a bit of an eyesore out front. We will print smaller signs and post on main door (at our entrance) – Mr. Miller indicated he is out there, and there has only been the one issue, which has been handled.
- Update on John Moran – Mr. Hauser will determine with the Safety Team if there is a need for more time with John Moran, safety expert from Hampton Bays – it is being suggested that the safety team meet – the safety team would be anyone with a radio for fire or lockdown drills.

*It is the mission of the Bridgehampton School to inspire lifelong intellectual curiosity and respectful individual expression by reaching beyond our school community and teaching all students the essential skills to actively participate in the global community and to flourish in the 21<sup>st</sup> Century.*

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**Action Items**

|   | <b>Action Item</b>         | <b>Responsible</b> | <b>Due Date</b> | <b>Status</b> |
|---|----------------------------|--------------------|-----------------|---------------|
| 1 | Set up Safety Team Meeting | Hauser/Favre       | January         | In progress   |

Date of Next Meeting: February 26, 2018