

District Health & Safety Committee Meeting
Minutes – November 20, 2014
(APPROVED 1/14/15)

- **Meeting started at 3:05pm**

- **Committee members in attendance:**
 - Ms. A. Agnesini, Committee Chair
 - Dr. M. Ring, Superintendent
 - Mr. G. Hilton, School Business Official
 - Mrs. A. Groth, Director of Instruction
 - Mr. John DeBenedetto, Principal
 - Ms. Linda Towlen, Principal
 - Mr. C. Malone, Plant & Facilities Administrator
 - Ms. A. Quartararo, SRP
 - Mr. Frank Vu, Parent
 - Ms. Maureen Branagan, Food Service Director
 - Mrs. Raffy Nash, Nurse
 - Mrs. Terry Renna, Coordinator of Science
 - Mr. Gene Buchner, Security
 - Mr. Joseph Mineo, ESBOCES
 - Mr. D. Flynn, Safety Consultant
 - Mr. Paul Humphrey, Safety Consultant
 - Mr. John Grillo, Engineer - Guest

Approval of minutes from 6-19-14

Facilities Sub-Committee Report (Christopher Malone)

- A Project Summary sheet was passed out with projects that were planned for each building for the current school year. The majority of the items have been completed. Most of them were related to the safety initiatives.
- The vestibules in each building are set with the Visitor Management System installed, cameras, and electronic door openers.
- They are in the process of adding security film on the windows.
- In the process of adding additional cameras.
- Next meeting is December 4th. As the committee is finalizing a proposed list of future capital projects, please send any construction/capital projects needs for your area of responsibility to Chris and he will bring it to the next meeting.
- *Greg Hilton* asked for the committee to look into adding Carbon Monoxide detectors in every classroom. *John Grillo* added that he has never heard that done before in a school. He said we have it in every boiler room and every kitchen. The univents in the classroom have no gas components that could cause Carbon Monoxide problems. Where there is the possibility of Carbon Monoxide, there is a detector. *Gene Buchner* said that there were new town codes regarding this but did not think the schools are involved. He will look into it. *Joe Mineo* said that detectors are not required but they are strongly

recommended. *Dr. Ring* said that the idea of Carbon Monoxide detectors will be looked at for Capital Projects.

Work/Repair/Improvements – (Christopher Malone)

- This report was combined with the above projects.

**Building Concerns – High School (John DeBenedetto)
No Report**

**Building Concerns – Middle School (Scott O'Brien)
No Report**

Building Concerns – JAE (Linda Towlen)

- Wanted to update that the doors continue to be replaced in the building.

Building Concerns – FJC (Amy Agnesini for Virginia Gibbons)

- There is an issue with a “smell” in some of the classrooms that is causing those classes to be relocated.

- *John Grillo* – He came and checked on the situation. He felt the exhaust coming out of the chimney was the source of the nuisance smell being noticed in select classrooms. The burner company was called in and they reviewed and recalibrated the burner as necessary, a process they had completed in August 2014 as part of the district’s annual maintenance program. Mr. Grillo recommended extending the length of the chimney another 14 feet. This will take the exhaust higher and greatly reduce the possibility of smells from the chimney being noticed in the building. He has done this before in other districts and it has fixed the problem. He told the committee that the district has requested to move to gas heat but it takes time to get that accomplished because we have to rely upon the gas company to increase the size of the pipeline in the street in order to have us add additional gas heat to areas of the building.
- Mr. Vu stated that Parents were very concerned about the smell and some were keeping their children home. He said the comments on social media seemed to be escalating and the parents were in need of more information. Dr. Ring said that we are in the midst of air quality testing and the results should come in the following day. He said he would send out a letter to the parents that evening letting them know what was being done and he would send a follow up letter once the test results were in.

Health & Safety Concerns – (Cecelia Doolittle)

- No Report. Looking into having someone else represent RPTA

Nurses – (Raffy Nash)

- No report. The questions she had were already answered.

Food Service – (Maureen Branagan)

- There were some hot water issues at JAE and the high school, but better now. Chris Malone said that these were fixed in both buildings.
- Brought up a concern that during a real lockdown, who comes downstairs and lets the food service staff out? John DeBenedetto said that he will bring it back to his Crisis Team to make sure that it is on someone's list to check. Amy Agnesini reminded them that in the event of a real lockdown, ovens, burners, etc. should all be turned off before they go into the secure area (if possible).

Emergency Evacuation Drills – Amy Agnesini

- FJC Completed on November 5th
- Other Evacuation Drills being organized
- Lockdowns/Lockouts are being done in all buildings
- Superintendent's Conference Day, ALL buildings did Tabletop Drills – Medical Issue and Bomb Threat
- Ideas for SRP training in FJC and JAE during parent Conference Days in January? We are trying to work on a solution that includes all SRP in trainings so it is done together.

Security and Safety Initiatives Update – (Don Flynn)

- There has been a great deal done around the district. There have been technological advances made and trainings taking place. The district is moving forward with their safety initiatives and ironing out any issues if they should arise.
- Some changes are being made as the project moves forward.
- Don Flynn gave kudos to the Rocky Point School District for dedicating Superintendent's Conference Day to Safety and Handling Emergencies which, based on his experience, has not taken place in any other district.
- He also gave the district kudos on immediately working on an Ebola plan and having something to follow "just in case".
- The concern of having voting in our buildings was brought up. It was stated that the district tried to have the voting changed to another venue but was denied. However, this is something that the state is looking into as it occurs in schools throughout the state.

Science Lab Chemical Haul and Carry Waste Program - (Terry Renna)

- *Terry Renna* stated that the science lab chemicals have been removed from the high school.
- She is working with *Joe Mineo* and RADIAC to make a chemical inventory book with safety data sheets.
- They are also updating the chemical hygiene plan.

Old Business

- Lockdowns and classroom shades – a question was raised as to shades being up or down during a lockdown. The bottom line during a lockdown is to get out of the line of sight and make sure that the classroom door is locked. The 7th precinct recommended open shades, so we will have them open, if possible.
- South Portable Playrooms – Teachers do not have keys to those rooms. In the event of a lockdown, they cannot lock the doors. *Chris Malone* asked that *Virginia Gibbons* put in a work order so that the teachers involved can have keys. Those door locks should be FJC Common locks.

New Business

- Computer room keys – the committee was reminded that the computer room has a lock on the inside that is a common lock that teachers can lock from the inside in the event of an emergency.
- Key situation – it was requested that key issues be brought to the sub-committee.
- Evening Committee meetings – The committee was asked if anyone would be interested in having one of the four meetings at night so other parents can be involved. The committee was unanimous in its feeling of leaving the meetings at 3:00pm. While some could try to arrange their schedules, it is far more convenient for the committee members to attend a 3:00pm than a 6:00pm meeting.
- Gene Buchner announced that so far 45 staff members took advantage of the district providing training and certification in CPR/AED/First Aid.
- Gene Buchner mentioned that there is Health App that you can put your information in and in the event of an emergency, your information can be found on your phone.

Happy Holidays was wished to all!

Next Meeting:

Wednesday, January 14th

Thursday, March 26th

Thursday, June 18th

Meeting was adjourned at 4:14pm.