

Board of Education
Safety Committee Meeting
Eastford Elementary School
Office Conference Room
Thursday, October 25, 2018
Minutes

- I. The meeting was called to order at 6:00 PM.
- II. Attendance: Megan Calchera, Deborah Richards, Sergeant Albert Gosselin, Carole McCombe
Absent: Jason Szemreylo, Beth Harrington, Lori Crocker-Lincoln, Linda Loretz
- III. Report on Sergeant Gosselin's security visit on August 23, 2018. Many positive comments were shared. He was especially impressed that all the windows were numbered and that we have a good number of surveillance cameras around the perimeter of the building. The following minor items were noted:
 - A. Landscaping and shrubbery around the building should be trimmed below the window line and away from the building structure for improved visibility – Mrs. McCombe has taken care of this.
 - B. Playground toy storage chest should be moved to eliminate possible access to the roof – Mrs. McCombe has taken care of this.

Additional future items to consider include protective film over the window by the office secretary's desk and on the windows of the entryway doors – Mrs. McCombe will research this for consideration when applying for the School Security Grant.

- IV. Report on Fire Marshall visit: Charlie Sweetland and Richard Whitehouse conducted a joint inspection of the building on October 19, 2018. They had many positive comments about the condition of the building. The following items were noted as needing attention:
 - A. The exit sign at the top of the ramp going to the music rooms needs to have an arrow illuminated to point in the direction of the exit door – this has been corrected.
 - B. Need to place a 5lb to 10lb fire extinguisher in the staff room or just outside it near the staff bathrooms – this has been ordered.
 - C. The bookshelf in the library near the area where Mrs. Ames keeps her things needs to move to the left and the tables and chairs stored in Mrs.

Ames' area need to be moved so there is 4' to 6' of clearance by the library exit door – this has been corrected.

- D. The small area rug/carpet in the library needs to have carpet mat under it to prevent sliding or tripping accidents – the rug has been removed.
 - E. The boiler room door should have a sign on it stating “Employees Only” - this has been corrected.
 - F. The emergency light just outside of the PK classroom needs either a battery or light bulbs. It is not working – request for service has been submitted to electrician.
 - G. The emergency exit sign just outside the PK classroom door needs to be better illuminated – request for service has been submitted to electrician.
- V. Annual updates to School Safety and Security Plan were discussed. The plan is compliant with the new State template and yearly changes such as staffing and school calendar have been revised. Other additional changes include:
- A. A new reunification map to show and explain traffic flow and reunification procedures in the event of an evacuation.
 - B. Discussion and updates regarding procedures for response to a Tornado, an event that is becoming more common in CT.
- VI. Report from Carole McCombe, Principal
- A. The annual fire prevention program was conducted by EIFD on October 19. Thank you to the Fire Department volunteers who attended and provided information to students and staff regarding fire safety. Fire Drill evacuation procedures went smoothly.
 - B. Safety/Security Plan
The plan has been submitted to the state with all the proper signatures.
 - C. Security Grant
Completion of the grant is in progress. This is due in December.
- VII. School Climate – was not discussed at this meeting in the absence of Mrs. Harrington. There have been no formal bullying or harassment complaints this school year.
- VIII. Meeting was adjourned at 7:00 PM.