



Community School Safety Committee

MEETING MINUTES

Date: Thursday, September 20, 2018 (6:30-8:30 PM)

Location: District Services Center, Community Room

Committee Members Attending: Diane Richino (Chairperson), Leo Bernabei, Cathy Bianco, Bernadine Buccafuri, Kara Diliberto, Amy Harwick, Dawn Kline, Kelly Moseng, Dawn Mott, Valerie Qualteria, Andrew Valleley, Stephanie Zajkowski

District Staff in Support: Nancianne Edwards, Janet Pelone

Unable to Attend: Nicole Hallowell, Trish James, Beth Kovacs, Patty Marino, Shelby Miller, Becky Smith

Draft Committee Purpose and Framework (Original):

With a focus on prevention of school violence, examine best practices in school safety and current practices in QCSD, identify opportunities for improvement, and recommend future actions to the Board of School Directors.

Meeting Objectives:

- Begin to get to know each other
- Develop a common understanding and consensus on our committee purpose, framework, and norms
- Develop Topics and Questions for our future work
- Review dates for future meetings

Schedule [120 mins]

Time	Mins.	Activity
6:30 to- 6:45 pm	15	Welcome and Introductions <i>Each committee member introduced themselves, shared which buildings their child(ren) attended, and shared why they volunteered to serve on this committee. Common reasons shared were to learn more about what we do, to be part of the solution, and to help make things better/safer for students.</i>
6:45 to 7:15 pm	30	Review Committee Purpose, Framework, and Norms <i>The committee broke into groups to review the draft Committee Purpose, Norms, and Framework and then posted possible changes for the whole group to review. Nancianne will revise the Purpose and Norms accordingly and add to the Team Drive by 9/27/18 for final committee review and comment.</i> <i>Purpose: Revise to lead the purpose statement with “focus on improving school safety” and incorporate the concept of increasing student and parent confidence in the safety of our schools</i>

		<p><i>Norms:</i></p> <p><i>Start on time and end on time</i></p> <p><i>Confidentiality = safety</i></p> <p><i>Facts over fear</i></p> <p><i>Respectful dialogue</i></p> <p>Add:</p> <p><i>Research and best practices over opinion</i></p> <p><i>Each meeting has an agenda with clear objectives</i></p> <p>Update: Revised Committee Purpose and Norms document is posted at the link. The document is set to "Comment" so committee members can add any comments about the revisions.</p>
7:15 to - 7:30 pm	15	<p>Quick Look at Resources and the Team Drive</p> <p><i>All committee members but one have been able to access the Team Drive; Heidi will follow up with the member who did not yet have access.</i></p>
7:30 to 8:15 pm	45	<p>Begin to Develop Topics and Questions</p> <p><i>Committee members broke into groups and participated in the following brainstorming activity:</i></p> <p><i>Based on any of the reading you have done and other sources, please talk with your group, and then add your initial Topics and Questions to the chart paper on the wall.</i></p> <p><i>Committee members had significant discussion within their groups and then posted their suggested topics and questions. Each group then had the opportunity to review the other group's work. Nancianne will have all the information organized into a table for committee review and to prepare agendas for upcoming meetings. The table will be visible in the Team Drive by 9/27/18.</i></p> <p><i>Committee members also discussed how we can involve students in this process and hear from them. One option would be to visit the high school (and potentially Strayer) during lunch and have lunch with small groups of students to seek their input about safety-related issues.</i></p>
		<p>Question? Should we break into subcommittees?</p> <p><i>After discussion, the consensus of the committee was that it is too soon to consider breaking into smaller subcommittees.</i></p>
8:15 to 8:30 pm	15	<p>Public Comment</p> <p><i>Three parents were in attendance, and two addressed the committee. One parent asked the committee to keep in mind the needs of all students in planning drills, evacuations, etc. including students who might need special assistance. Parents also thanked the committee for their work.</i></p>
		<p>Other Questions and Comments</p> <p><i>Nancianne will ask the technology department to create an e-mail address for members of the school community to submit questions and concerns to the committee, and will provide a log of comments and questions received at each committee meeting for review.</i></p> <p>Update: The address Safety@gcsd.org has been created. Heidi will check the mailbox and post all e-mails received into a log that is visible in the Team Drive. Each message will receive an auto-reply that it will be shared with the committee for review at the next committee meeting. We will add a message on the committee's public website page that references the new e-mail address.</p>

		Schedule of Work and Future Meeting Dates (all 6:30 p.m. at DSC) Thursday, October 4, 2018 Thursday, October 18, 2018 Thursday, November 1, 2018 Thursday, November 15, 2018 Thursday, November 29, 2018 Thursday, December 13, 2018
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