

**WHAT:** Health and Safety Committee  
**WHEN:** Wednesday, December 6, 2023  
**TIME:** 3:30PM – 4:30PM  
**WHERE:** Scotia-Glenville High School Room B2

*Agenda*

Time	What	Who
3:30 – 3:40	Welcome and Review Agenda	Hilary Hofstein Jon Van Alstyne
3:40 - 4:00	<p style="text-align: center;"><b>Items:</b></p> <p><b>Fire Drill Reminder</b></p> <ul style="list-style-type: none"> <li>• Eight (8) fire drills (i.e. evacuation or lockdown) must be performed per school building prior to December 31.</li> </ul> <p><b>Workplace Violence Prevention Program</b></p> <ul style="list-style-type: none"> <li>• Regulatory overview</li> <li>• Actions to take for implementation, stakeholder input</li> <li>• “Roadmap” for districts distributed</li> </ul>	Hilary Hofstein Jon Van Alstyne
4:00 – 4:30	<b>Round Table</b>	All

**Next meeting: January 3, 2024**

# Meeting Minutes

**December 6, 2023**

Introductions: Hilary Hofstein, Capital Region BOCES Managing Program Coordinator, Health-Safety-Risk  
Jon Van Alstyne, Capital Region BOCES Program Coordinator, Health-Safety-Risk

Attendees: Susan Swartz, Pete Zwack, Dennis Cooper, Peter Bednarek, Jamian Rockhill, SRO Michelle Arreola, SRO Jeremy Ecker, Bruce Rowledge, Jennifer Russell, Hilary Hofstein, Jon Van Alstyne

## Agenda Items

Fire Drills (Hilary Hofstein)

- Reminder provided for the required amount of fire drills prior to December 31, 2023. Eight drills (evacuation or lockdown) are required prior to December 31.

Workplace Violence Prevention (Hilary Hofstein)

- The workplace violence prevention program was also discussed. It was mentioned that BOCES has provided a “roadmap” to follow to meet the required standards. School districts should begin by establishing their workplace violence prevention coordinator and establishing a committee of stakeholders. The district should also develop a policy statement. The Department of Labor has provided a template.

## Round Table

School Building Door Numbers (SRO Michelle Arreola)

- Every school building is now numbered, however, Sacandaga needs to be renumbered. The district offices have not been numbered.

Recent and upcoming distributions (SRO Michelle Arreola)

- These include the lockout bucket kits (soon to be distributed; schools are aware), med bags (distributed), and building maps (to be distributed). SRO Arreola discussed the recent completion of “Knox Box” inspections. Keys within the boxes have been labeled. A couple of boxes do not have keys in them while two others do not have release buttons.

Playground Winterization (Bruce Rowledge)

- Discussed the need for winterization of playgrounds, especially involving areas of height. While playgrounds typically have a “soft” material below the play areas, these locations will freeze in the wintertime resulting in a dangerous environment. One potential solution would be to temporarily remove swings from the swing set. A brief discussion ensued.

**Next meeting is scheduled for January 3, 2024.**