

Safety Committee Meeting

December 1, 2025

Minutes

Attendance: Josh Dickson, Debbie Barrutia, Megan Choate, William McGhee, Steve Canty

Meeting time: 3:15PM-3:45PM

Alice Drill Scheduling:

Lockdown drill- Tuesday, January 27, 3rd period at 10:30. Liz will make the announcement.

Evacuation drill- Wednesday, March 18 at 1:20 during the passing period of 5th-6th. We will plan the scenario in the spring. Will and Steve will create two scenarios to give to the upper school teachers beginning in January to help teachers prepare students for training drills.

Security Cameras: New cameras have been installed. Megan and Liz will advise going forward to determine if cameras need to be adjusted or new cameras need to be added. We will revisit this topic at the next meeting.

PA System: Can we move the storage containers by the portables so that announcements can be heard clearly in the grass?

Student visitors: Establish the procedure of walking students from other schools or parents to the office to get a visitor badge. Physically see them to the office. Liz or Megan will do a quick review of this at the next Monday meeting.

Parking lot: Is the parking lot going to be redone during the summer of 2026? Should we revisit the plans for redoing the lines and signage? Should we have extra cones to be put out by the main entrance during morning drop off and afternoon pickup to ensure people turn right?

Other Notes: McGhee and Hicks need a way to secure their doors more than the locks. (Their auto return arms have been broken due to the wind. This negates the use of the strap as an extra security measure.)

Who has master keys? Check with Brian. Can we have a check out sheet for students who need it for work use. Check with Stacey Young about who has keys and how to create a better system for the master key.