

**Rocky Point Union Free School District**  
**District Health & Safety Committee**  
**Minutes – February 1, 2024**  
*Approved*

Start time: 3:05 p.m.

**Welcome**

Mr. Rufa greeted the committee and announced that the next meeting of the 2023-24 school year would be held on May 2<sup>nd</sup> at 3:00pm in the DO conference room.

Approval of minutes for November 8, 2023 meeting

**Facilities Report**

Mr. Martinez- Director of Facilities absent (Report read by Mr. Van Cott-Assistant Superintendent for Business)

- District Wide- Four Boiler leaks during inspection, they were repaired and ready for recertification.
- MS- With the heavy rain last month, flood in the MS boiler room, sub-pump broken, now repaired.
- District Wide-All district trailers have had panic bar hardware and louvers installed, meeting update code for the containers.
- HS/MS-Currently monitoring the fire alarm installation project. Within the coming weeks the alarms will be installed with an audio recording notifying listeners there is a fire in the building and to evacuate to the nearest exit.
- JAE, after last lockdown, and after action recommendation to install doors in the kitchen area was suggested, construction will begin soon.
- JAE- Mold remediation in space where the attic hatch became unsealed, and the steam pipes allowing steam into a non-climate controlled space. Both issues repaired, and space was remediated.
- HS/MS- An antimicrobial cleaning treatment was applied to all district cheer and wrestling mats and the wrestling room.
- HS-Door X (Gymnasiums Entrance) will have a security guard posted on both days of the weekend due to the volume of athletic, high school, middle school and community activities on the weekend.
- HS/MS- Lockdown system maintenance will be completed this summer, when there are no students and faculty on campus.

**District Report**

Mr. Van Cott-Assistant Superintendent for Business

- Introduced the NYSED and NYDOL Workplace Violence Prevention Policy Implementation
- Define the NYSED and NYDOL definition of Workplace Violence
- Introduce a draft of the policy that will be shared with the RPUFSD Board of Education (BOE) at their 2/5 meeting.
- Explained that this will be first read through, and the policy will have a second reading and anticipated approval at the March 4, BOE meeting.
- Introduced the five site evaluations for the risk evaluation and determination element of the policy implementation and surveyed the committee of volunteers for a sub-committee to complete the building walkthroughs.
- Explained the deadlines for completion and the employee training and compliance deadlines for the policy implementation.

## **Building Reports**

FJC – Mr. Westerlund, Building Principal

- Outlined the minor classroom heat concerns and praised the custodial and maintenance staff for being responsive and making immediate adjustments to the heating system.

JAE- Mrs. Greening, Building Principal

- No new issues presented

MS- Mrs. Meyers, Building Principal

- Noted that an additional security guard was stationed at the MS main entrance during arrival
- As part of the district's on-going strategic plan, shared the results of her MS Safe School Survey with the committee

MS- Mr. Moeller, Building Principal

- Noted that the fire alarm issues have been resolved.
- All building smoke heads have been cleaned and recalibrated.
- All manhole covers in front parking lot have been re-sealed to ensure the odors do not seep into the first floor South Wing classrooms.

## **Food Service Reports**

Mrs. Hall, Director of Food Service absent (Report read by Mr. Jonathon Rufa, Director of HPEAI)

- Informed committee of the upcoming Wellness Committee walkthrough of the FJC cafeteria in March.

## **Security Report**

Mr. Buchner, Senior Security Guard and Mr. Jonathon Rufa, Director of HPEAI.

- Mr. Buchner noted all twenty district security guard positions have been filled.
- Noted security guards are placed in all four district schools for the afterschool co-curricular clubs and activities along with the interscholastic sports program.
- Reinforced that guards will be scheduled on both weekend days at Door X (HS gymnasium entrance)
- Mr. Rufa discussed the upcoming restructuring of the high school gymnasium boys and girls locker room exit doors into the hallways. He also noted how it will improve access and supervision of the locker rooms spaces.
- Mr. Rufa explained the beginning steps of the 2024-25 District and Building Level Safety Plans and the June subcommittee to review the document and make suggestions before the BOE read through and approval stages of the adoption process.

## **Health Report**

Mrs. Nash, MS Nurse and Mr. Jonathon Rufa, Director of HPEAI.

- Noted that the district enrollment process has been updated along with the health intake forms and emergency contact cards required at enrollment and annually.
- Discussed the review of the Health Office procedures and the alignment of the four Health Offices.
- Discussed the posting of a vacant HS nurse position, and necessity to fill the position quickly due to the volume of students using the health office, the upcoming review of medical information for the spring HS sports season, and scheduling of health examination for students for the 24-25 school year.

## **Old Business**

- Mr. Buchner followed up on the Narcan and Epipen discussions from the November 8 meeting.

## **New Business**

- Mr. Rufa reminded everyone of the committees final meeting on May 2.
- Mr. Van Cott noted that he will be reaching out for volunteer members of the Workplace Violence Subcommittee. He reinforced the importance of building specific members to ensure the evaluation of each space is authentic and each school's concerns are shared in the risk evaluation and determination survey.

Meeting adjourned at 3:50 p.m.