

Castlebay Lane Elementary School
PATH Meeting
Minutes

November 10, 2009

The meeting was called to order at 8:30 a.m. in the YMCA Bungalows. Members present were Christi Ebenhoch, Christa Tabb, Alla George, Jessica Ries, Marie Pitrat, Rita Papazian, Kristy Asanuma, Linda Lee, Jodie Deming Douglas, Joanne Tull, Marilyn Short, Wendy Moore, Kate Jakway Kelly, Gayle Grech, Kay Daly Hurst, Matt Navich, Dawn Pattison and Amy Nairin.

Principals Report:

Phone-a-thon, Just Think and Family Fun Day a big success
Kindergarten classes got broken into over the weekend. Robbers came in through the library.
Approximately \$10,000 to \$12,000 of electronics taken. Looking into insurance coverage.
Patrick Henry and Tulsa have also been broken into recently and same type of electronics were taken.

Teacher's Report:

Sandy Dorfman said that the teachers appreciate all the hard work of PATH. There is a new charge in the school. Judy Friedman is excited about garage sale on November 21st.

President's Report:

Book Fair needs volunteers. We have a different vendor this year.
Budget numbers still moving won't be solid until approximately February.
Family Fun Day raised approximately \$10,032.
November's Book Fair proceeds will go to PATH. Spring's Book Fair proceeds will go to the library.
Jessica will email the dates and times to get volunteers for book fair.
Holiday breakfast for 50 faculty members scheduled for 7:00 a.m. the Wednesday before winter break.
Christi Ebenhoch moving to Ventura County this will be her last year as president of the board.

First Vice President:

Phone-a-thon is complete and the proceeds are still coming in.
51% participation in Just Think over \$93,000.
Popsicle parties on Thursday.
Pizza parties need volunteers to help.
A year end appeal will be going home to raise more money.
Approximately \$6,000 raised from phone-a-thon and eblast last week.
Approximately \$10,000 from corporate sponsors.

Amy Nairin spoke about the Jog-a-thon. It is schedule for March 25th. Proceeds to go to Castlebay and not PATH to pay for P.E. The goal is to raise over \$14,000 (which was raised last year)

Second Vice President:

Traffic is more of a problem on Bowmore. We need more parent volunteers to help. Gift wrap raised approximately \$14,000 of which 45% goes to PATH. Will need help to distribute.

Shirt sale flyers will be going out orders need to be in before holiday break. We will need help to distribute.

Other Reports:

Joanne is heading Talent Show. Need to get committee together. May 1st possible date.

There being no other business the meeting was adjourned at 9:33 a.m.

Safety Report sent via email from Anne Bierling on November 9th:

October 15th was the Earthquake Drill.

Kate Jakway Kelly recorded feedback from the entire staff regarding the drill (see below). Jen Endler assisted & will inventory & update emergency classroom backpacks.

Safety Chair Anne Bierling & Kate Jakeway Kelly met on October 29th with the principal and vice principal to process the information and develop an action plan. See notes in red below.

Respectfully submitted,

Anne Bierling, Safety Chair
Nov 9th, 2009

10/15/09 Earthquake Drill Notes

Storage shed was blocked.

Blocked items have been removed.

Anne Bierling reminded how to enter the shed (ax cut into side instructed by Bob Spears) in real emergency where door cannot be entered. Plant Manager should make sure black lines are still visible.

Need to lock office door.

Special key required that Ripsime, Bea & Romone have
Vivian & Ripsime have keys

Who has emergency keys? [If Dawn P is not present, who has other copies?]

Vivian & Ripsime have keys

Team 1 needs keys 151 & 154

Vivian will follow up--unclear of request.

Need [multiple] gate key for kindergarten area

Plant manager will open gate when turns off nearby gas which will be a priority.

Review exit directions with staff

Done

Update clipboards [rosters, team info]

Bea will update at beginning of year.

Update room assignment lists

Remind to be routinely updated after norm day.

Update roster for Psych & 1st Aid clipboard

Bea will add alphabetical list.

Update classroom roster on Teacher's Liaison clipboard

Bea will

Request gate info is from 2008; needs update

Updated information was added in 2009--outdated needs to be removed

Does Request gate have own wagon? [Request materials were in 1st Aid wagon]

Ripsime & Vivian do not prefer another wagon.

All classes need accountability slips [all rooms, even if empty or used part-time]

Teachers were instructed to do this before the drill.

Room 35 should be the only room that needs slips.

If student is in your class but not on your roster during emergency or drill, what is the procedure? Where does child go?

Child should return to home room.

Walkie talkies – everyone start with 1 frequency

Can repeat @ staff mgt.

Walkie talkie in 1st Aid wagon doesn't work

Extra Kenwood walkie talkie (chaged in office)will to go first aid

Need to purchase 1 Kenwood walkie for Base Commander to match team.

Will be purchased by Safety Committee

Ice chest goes to 1st Aid

Dawn

Dead flashlight in 1st Aid wagon - is type without replaceable batteries

Safety Committee will purchase flashlights with rechargeable batteries--both for 1st Aid Wagon and S&R backpacks.

Organize quick triage training for S&R team

Vivian will request Bob Spears train staff

S&R team needs a procedure for searching rooms with adjoining doors; current plan could miss students.

Unsure of question--Vivian will follow up with Mr. Millar

S&R team needs appointed teachers to cover their classrooms for roll call and managing class so that S&R can respond quickly

Vivian explained still better for home room teacher to take quickly take roll before their duties begin because they know children & circumstances better (ie. Suzie Smith went to the library).

Wipe "X" off doors from prior drills

Because difficult to remove, Vivian recommends next time masking tape be used for the drill.

In the meantime, left marks will be removed/repainted by plant manager.\

Room 29, Mr. Millar, needs an adult-sized, orange vest

Anne delivered to Vivian to give to Mr. Millar.

Room 28, Mrs. Wiley, needs orange vest

Anne delivered to Viviant to give to to Maggie.

Children need to sit behind room number sign so that gate runners can identify classes

Teachers were instructed at staff meeting to have children set BEHIND the sign.

She will reiterate at staff meeting.

Room 35, Mrs. Ashcraft, doesn't have a number on the playground. Is it ok for her to use #34 [Resource Room]?

Will paint #35 (Kate will check this is completed)

Need to make sure that every room has a painted number on the ground.

Vivian will do

All children need to wear tan Emergency cards around neck.

This is critical for teachers to remember.

Vivian will reiterate at staff meeting.

Flashlight batteries dead in several search & rescue backpacks

Will be replaced with rechargeable flashlights by Safety Committee.

Check # of extra batteries and sizes in backpacks [need 4 large for flashlights]

Rechargeable flashlights will solve this problem.

Recommend that all classrooms have supply of activities [paper, pencils, crayons, etc] to keep students busy and quiet during drills, and occupied if real emergency required lengthy stay on the playground.

All teachers have activity supplies (papers, pens, pencils, colored pencils & playing cards) in their earthquake backpacks which should be brought to the yard--and used in a real emergency.

1st Aid/Psych Inventory/Comments:

all paperwork is seriously outdated - make current

Vivian & assistant principal will ensure this is updated

need current & complete school roster

need current emergency operation plan

need to label old drinking water as wash water

need new drinking water

need new walkie talkies

update roles and responsibilities

each class should have blue slips

Respectfully submitted,

Alla George

Secretary