

SAMPLE AGENDA

FIRST SAFETY COMMITTEE MEETING

- I. Introductions
- II. Appointment of Chairperson, Vice-Chairperson and Secretary
- III. Review of School Safety Policy and Approval of Safety Committee Mission Statement
- IV. Discussion on purpose of committee, short and long-term goals and future activities:
 - Review of summary of losses over last 2-3 years (no personal information should be in the summary)
 - Review of current safety program status
 - Current and future safety policies
 - Safety inspections/surveys
 - Communications with Board and staff
 - Assignment of responsibilities
- V. Set year-long meeting schedule
 - Recommend monthly meetings for at least first three months
 - Quarterly meetings afterwards
 - Do not change meeting schedule unless absolutely necessary
- VI. Open Forum
- VII. Assign responsibility for minutes distribution and next meeting agenda
 - Distribute final minutes district-wide
 - Copy Superintendent and Board

Adjournment

NOTE: It can have a great impact on committee members if the Superintendent stops by to give a quick supportive talk and thanking the members for their dedication to safety and risk management within the district. A letter from the Board can also accomplish this goal. The Board should formally recognize the formation of the safety committee during a meeting and vocalize support for the efforts of the committee.

