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.