

**MEETING MINUTES OF THE
SAFETY COMMITTEE OF
SCHOOL DISTRICT OF BOROUGH OF MORRISVILLE**

Meeting Date/Time: Monday, February 5, 2018
Conference Room G9
1:45 pm

Members Present: Dave May
Jocelyn Torres
Nellie Plummer
Szilvia Deak

Proceedings:

1. Review of recent safety incidents and investigations:
 - No accidents since 1/11/2018.
 - Dave will give talking points related to past incidents to principals so they can be addressed during faculty meetings as awareness.
 - Follow up from last month's safety committee meeting: A Crisis Prevention Training for all faculty and staff was suggested and Dave spoke to Tony regarding this matter. Tony advised that this training was done September 2017. Moving forward, every employee (not just teachers and paras) will take this training annually starting September 2018.
2. Discussion of new safety hazards and concerns:
 - Tiles next to heater in Mrs. Wiley's classroom (H-8) are missing - tiles to be installed.
 - Carpet keeps coming off the door threshold in Mrs. Osterhout's classroom – to be repaired.
 - Concern with a visitor that entered the side door around dismissal time in the high school. A memo will be sent to faculty and staff to remind students that they must not let anyone in the building. They must go to the main office. A memo will also be sent out to parents - to work in conjunction with teachers – to tell their kids of the importance not to let anyone in the building. It is for everyone's safety.
3. Review of scheduled safety hazard inspections:
 - Dave to select a team of two employees to perform safety audits using a checklist.
4. Review of safety suggestions submitted to the committee:
 - None received.
 - Follow up from last month's safety committee meeting: Dave will compare cost of having the suggestion boxes created versus buying them. They will be placed in each faculty lounge and offices. Any suggestion is welcomed – it can be anonymous. The 7 boxes will be checked every Monday morning and reviewed by the team.
5. Additional discussion items:
 - None

Next Meeting: Monday, March 5, 2018
Conference Room G9
1:45 pm

Minutes Prepared By: Jocelyn Torres