

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

**Meeting Date/Time:** Monday, February 10, 2020 / 3:00 pm / Conference Room G9

**Members Present:** Dave May, Jocelyn Torres, Nellie Plummer, and Szilvia Grundtisch

**Proceedings:**

1. Review of recent safety incidents and investigations:
  - 1 “Record Only” incident since last meeting on January 21, 2020
    - 1 struck by student, Intermediate School
2. Discussion of new safety hazards and concerns: None
3. Review of scheduled safety hazard inspections:
  - Dave May to select a team of two employees to perform safety audits using a checklist (building specific). He will send an email to the Union Presidents for them to select 1 candidate/union – *pending*.
4. Review of safety suggestions submitted to the committee: None
5. Additional discussion items:
  - Follow up from last month’s safety committee meeting:
    - New stair treads to be installed on the steps in front of the high school (the steps next to the sidewalk) – *Date: Summer 2020*
    - Speed bumps to be installed – *Date: Summer 2020*
    - As part of our improving security measures, NAVIGATE will conduct a school security assessment. Also, a notification system will be created in order to notify employees via email, text and/or phone call when Shelter-in-place or Lockdown is in place – *In progress*
    - PA system speakers will be installed in the Guidance Office - *Completed*
    - Carpet in Grandview’s library will be replaced with tiles – *Date: Summer of 2020*
    - We are looking into creating an anonymous complaint reporting system online – *In progress*
    - Identifying classrooms by displaying the room numbers inside and outside of the classrooms - *Date: Summer of 2020*
    - A second phone in the Gymnasium is needed so that both high school and intermediate school have access to a communication line - *In progress*
    - All employees are currently taking the mandatory trainings under Act 44 via SafeSchools - *Date: Scheduled to be completed by May 22, 2020.*
    - Lunchtime fire drill procedures under further review – *In progress*
    - Additional signs in the parking lot on the side of the building to emphasize one-way direction – *Date: Summer of 2020*

**Next Meeting:** Tuesday, March 3, 2020 / 3:00 pm / Conference Room G9

**Minutes Prepared By:** Jocelyn Torres, Szilvia Grundtisch