

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

Meeting Date/Time: Friday, February 15, 2019 / 2:45 pm / Conference Room G9

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

Proceedings:

1. Review of recent safety incidents and investigations:
 - 2 incidents since our last meeting on 1/17/19:
 - Struck by student – 1 “Record Only” & 1 “Medical”
2. Discussion of new safety hazards and concerns:
 - Requirements under Act 44:
 - ✓ ALL staff to learn how to operate the PA system from both the Main Office and their classroom. *Posters with instructions will be created and provided to each faculty and staff.*
 - ✓ Empower all staff to make lockdown announcements (verbal).
 - ✓ Reference cards for emergency plans and PA operation in all classrooms. *Posters will be created and provided to each faculty and staff.*
 - ✓ Evacuation routes in all classrooms. *Posters will be created and provided to each faculty and staff.*
 - ✓ Direct all staff to take the following trainings in SafeSchools, in addition to those already prescribed - *Date TBD*:
 - Situational Awareness
 - Trauma-informed education Awareness
 - Behavioral health awareness
3. Review of scheduled safety hazard inspections:
 - Dave May to select a team of two employees to perform safety audits (March & September) 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 stairs in front of the high school (the stairs next to the sidewalk) or a wheelchair ramp from street to front door might be installed instead - *Date TBD*.
 - Speed limit – Two “5 MPH” Speed Limit Signs were installed in the parking lot in October 2018. Two additional signs to be installed as well as signs to be painted on the ground after the parking lot gets the blacktop during Summer 2019.
 - As part of our improving security measures, trainers from ALICE Training Institute will conduct a security assessment on our schools. *Date TBD*.
 - Mrs. Habel’s classroom rug will be replaced during Summer 2019 as it has holes, lumps, and cuts.
 - Communication regarding Shelter-in-place and Lockdowns: a notification system (“Navigate”) will be created in order to notify everyone via email, text and/or phone call – *In progress*.

Next Meeting: Monday, March 4, 2019 / 2:45 pm / Conference Room G9

Minutes Prepared By: Jocelyn Torres