

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

Meeting Date/Time: Wednesday, April 15, 2020 / 3:00 pm / Webinar

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

Proceedings:

1. Annual Safety Committee Training
 - The committee attended the annual “Safety Committee Training” via webinar from 3:00pm – 4:00pm. The presentation focused on the following:
 - The purpose and operation of school safety committees.
 - The most useful methods of conducting safety committee meetings.
 - Principles of effective accident & incident investigations.
 - Hazard identification/inspections in the workplace.
2. Review of recent safety incidents and investigations:
 - None
3. Discussion of new safety hazards and concerns:
 - None
4. 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*.
5. Review of safety suggestions submitted to the committee:
 - None
6. 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 along with an independent group – ***waiting for results.***
 - NAVIGATE will also create a notification system in order to notify employees via email, text and/or phone call when Shelter-in-place or Lockdown is in place – *In progress*
 - 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 gym is needed so that both high school and intermediate school have access to a communication line. A second phone line in the elementary school’s gym is also needed. - *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 Meetings: Monday, May 11, 2020 / 3:00 pm / Zoom Meeting
Monday, June 1, 2020 / 3:00 pm / Zoom Meeting

Prepared By: Jocelyn Torres