

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

Meeting Date/Time: Monday, May 11, 2020 / 2:00 pm / Zoom due to COVID-19

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

Proceedings:

1. Review of recent safety incidents and investigations:
 - None
 - Last WC claim was on 1/23/20
 - No open claims
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*.
 - *Creating a safety audit checklist, building specific – In progress*
4. Review of safety suggestions submitted to the committee:
 - None
5. Additional discussion items:
 - The Safety Committee Certification application was submitted on 5/4/20. Response time is 2-3 weeks as this is the high-volume season.
 - Having the Safety Committee Certification will offer a 5% savings. The savings in dollar amount will vary from year to year dependent upon the changes in payroll, the class code rate, and the Experience Modification Factor but last year it would have been around \$3,700.
 - Grandview's hallways are now identified as A, B and C Hall and signs have been installed.
 - The School Psychologist's office will be reconfigured, and the linoleum flooring will be replaced with wood grain tile.
 - 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 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*
 - Identifying classrooms by displaying the room numbers inside and outside of the classrooms - **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 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 Meeting: Monday, June 1, 2020 / 3:00 pm / Zoom Meeting

Prepared By: Jocelyn Torres