

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

**Meeting Date/Time:** Monday, November 18, 2019 / 3:00 pm / Conference Room G9

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

**Proceedings:**

1. Review of recent safety incidents and investigations:
  - 6 “Record Only” incidents since last meeting on 10/21/19,
    - 1 slip & fall, in Middle School
    - 5 struck by student – 4 in Grandview Elementary School, 1 in Intermediate School
2. Discussion of new safety hazards and concerns:
  - Speakers of the PA system will be installed in the Guidance Offices
  - Internal lockdown procedure refinements: If you are in the hallways or restroom when an internal lockdown is announced, you should go to the nearest room with a deadbolt for safety
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:
  - Identifying rooms by displaying the room numbers both inside and outside of the room.
  - Installation of a second phone in the Gymnasium is needed so that both High School and Intermediate School side have access to a communication line.
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) - *Date TBD*.
    - Speed limit – Two “5 MPH” Speed Limit Signs were installed in the parking lot in October 2018. New speed bumps to be installed. *Date: TBD*
    - As part of our improving security measures, trainers from ALICE Training Institute will conduct a security assessment on our schools once construction is complete. *Date TBD*.
    - Grandview’s Library carpet to be replaced with tiles – *Date: Summer of 2020*
    - 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*.
    - We are looking into creating an anonymous complaint reporting system online – *in progress*
    - Requirements under Act 44 – *in progress*. Direct all staff to take the following trainings in SafeSchools, in addition to those already prescribed - *In progress*.
      - Situational Awareness
      - Trauma-informed education Awareness
      - Behavioral health awareness

**Next Meeting:** Monday, December 9, 2019 / 3:00 pm / Conference Room G9

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