

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

**Meeting Date/Time:** Monday, December 10, 2018 / 2:45 pm / Conference Room G9

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

**Proceedings:**

1. Review of recent safety incidents and investigations:
  - 2 incidents since our last meeting on 11/26/18: Struck by student - "Record Only".
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. He will send an email to the Union Presidents to select candidates – *pending*.
4. Review of safety suggestions submitted to the committee:
  - Communication regarding Shelter-in-place and Lockdowns;
    - a notification system will be created in order to notify everyone via email, text and/or phone call.
    - Secretaries must advise employees entering the building during these proceedings that everyone is under restricted movement or lockdown.
5. Additional discussion items:
  - Follow up from last month's safety committee meeting:
    - New stair treads will be installed on the stairs in front of the high school (the stairs next to the sidewalk) but 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 the summer – *Date TBD*.
    - As part of our improving security measures, trainers from ALICE Training Institute (Alert, Lockdown, Inform, Counter and Evacuate) will conduct a security assessment on our schools. *Date TBD*.
    - The Crisis Prevention Hands-On Training provided by ALICE will be held after the security assessment has been completed. *Date TBD*.
    - Mrs. Habel's classroom rug needs to be replaced as there are holes, lumps and cuts on it. The carpet company will be in the school during the Christmas break to install hard wood floors.

**Next Meeting:** Monday, January 9, 2019 / 10:30 am / Conference Room G9

**Minutes Prepared By:** Jocelyn Torres