



**SOUTHERN LEHIGH SCHOOL DISTRICT  
BOARD OF SCHOOL DIRECTORS  
COMMITTEE MINUTES**

**Safety Committee Meeting  
February 15, 2018, 8:30am  
*Minutes***

I. Called to Order                      8:40am

PRESENT: S. Knoll, D. Werkheiser, D. Millman, T. McGinniss,  
              N. Castetter, J. Thomas, A. Werner; T. Lentz, M. Farris; C. Philpott;

ABSENT: T. Bergey, G. Martin, C. Privitera, R. Balik

II. APPROVAL OF MINUTES OF January 18, 2018

III. OLD BUSINESS

- High School sidewalk near bank area has lifted up, tripping hazard. Roots need to be dug up near area. A. Werner will grind down sidewalk to eliminate the tripping hazard in the Spring.
- Tara – Can projectors be mounted on ceiling at the Middle School, students are tripping on the cords. This request is District wide. T. Bergey brought in a consultant to evaluate situation and estimate cost of this project. He also reached out to E. Malmberg for other solutions. T. McGinnis requested “cord covers” to cover cords on the floor as a temporary solution. S. Knoll will talk with J. Stevenson to cover the cords.
- Tina – HS - Students in wheelchairs cannot be assigned to classes upstairs. The HS does have a stair chair for evacuation purposes but is kept in the nurses office. A request has been made to purchase two stair chairs for each stair well at the HS and be mounted on the walls.
- Carol – HW – Is there something that can be done with the Green Sheets? S. Knoll will work on revising green slip, speak to all elementary schools to add an explanation in their news letters to parents about the proper use.



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- D. Diaz– IS – Teachers feel they do not have enough representation on the Safety Committee. S. Knoll spoke with Dr. Roth, it is possible that teachers can rotate attendance, the only requirement will be to participate in the Safety training in March. M. Farris suggested that rotation could occur on a yearly basis.
- The exterior camera at the Hopewell Elementary School needs to be adjusted so that ladies at desk can see people’s faces. Camera is positioned so that only the person’s mid-section can be seen. This camera is ADA compliant and cannot be adjusted. Another exterior camera has a view of the door – they must log into those cameras and then they will be able to see person at door.
- Hopewell playground: 3 accidents within two weeks occurred on the monkey bars, a child also injured his arm on the merri-go-round. All playground equipment is designed for primary level children. It was the safety committee’s recommendation to take the monkey bars down. Children can be taught how to use all playground equipment safely and should be monitored by adults.
- G. Martin – There are 3 red buckets with toilet seats in cafeteria area that have expired water. S.Knoll will talk to Merrilyn about possibly putting the expiration dates on the outside of the buckets. Merrilyn emailed and explained that the water will not be replaced, it is to be used for only dire emergencies. The nursing department took inventory of all the buckets last year and will probably be doing it again at the end of this year.
- A. Werner – The Grounds Department is not being notified when lock-down’s are called. Can the Head Custodians, Grounds, HVAC, Maintenance and Material Handler be notified of lock downs.
- S. Knoll – High School basement doors should be locked. There should be conversations about having the basement cleaned up. The incident on Feb 14<sup>th</sup> reinforced the importance of keeping the basement doors locked.
- T. McGinniss – Middle School parking lots have not cleared well during/after a snow storm, for those who have physical needs due to surgery, injuries... Head Custodian will make sure that the handicap spots are free of ice and snow. If staff member feels it necessary to use a handicap spot they will be required to have a doctor’s note sent to Human Resource, and HR will issue a temporary parking pass so they can park in the handicap designated spots.



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### IV. NEW BUSINESS

- Complaints from the Middle School about icy parking lots not being cleared well enough on Mon, Feb 5 following a two hour delay. T. Bergey explained the issues on that day – only other option would have been to close school.
- C. Philpott has concerns about staff notifications and responsibilities during emergency situations.
- A Middle School staff member brought to our attention that the emergency evacuation plan for a wheel chair bound student is not adequate. The door used for this purpose only has a cement pad and then grassy egress. When wet, the chair sinks into the soil. Is it possible to put a stone or asphalt path to extend the entrance. The committee looked at the evacuation plan for disabled individuals – and determined that the other areas to exit are unsafe, this is the best location to exit the building.

### V. ACCIDENT/ INCIDENT REVIEW

### VI. RECOMMENDATION TO MANAGEMENT

### VII. SAFETY TOPIC – “The Art of Falling Safely”

### VIII. NEXT MEETING –March 15, 2018 Training

### IX. ADJOURNMENT- 10:00am