



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

**Safety Committee Meeting  
April 19, 2018, 8:30am  
*Minutes***

I. Called to Order                      8:40am

PRESENT: S. Knoll, D. Werkheiser, D. Millman, T. McGinniss, G. Martin, R. Balik  
              N. Castetter, J. Thomas, A. Werner; M. Farris, C. Bonsall, M. Watkins, L. Kern,  
              A. Bausher,

ABSENT:     D. Dougherty, T. Lentz, T. Gill, T. Anderson, T. Walter

II. APPROVAL OF MINUTES OF April 19, 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.
- 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 nurse's office. A request has been made to purchase two stair chairs for each stair well at the HS and be mounted on the walls
- 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. S. Knoll will speak with Mr. Bergey for summer completion.
- Nicole – Are we going to do Fire Extinguisher training again? Safety Committee will have training in May and Custodial staff in the summer. We will email location and a reminder to wear proper clothing.



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- Tara – Friday, March 8<sup>th</sup> snow storm – There was some confusion on what bus was doing what route, could drivers write the number of the bus on a piece of paper and put it in the window for they route they are running if using a different bus. S. Knoll spoke with Brandywine Lehigh about signage.
- John – Could we put out an email to find out where the dead spots are for the intercom system. Sue will check with E. Malmberg to see if the phone system has a feature that can be used in the areas that have dead spots.
- Rita – Could we do at least 2 fire drills a year at the Administration Building? D. Millman will check into fire drills at the Administration Building.
- Tina – Safety concern brought to the committee with signed petition from teachers at High School. Students are permitted in building before staff are working. This will be forward to HS administration and the Safety Task Force. Information was brought to the HS Principal, they have found teachers who will flex hours to be there when students start arriving at the HS. Dr. Roth is looking into the procedures.
- Liberty Bell – Can the custodian closet in the computer lab be unlocked during the day, so if something would happen they could take the students in there for safety.

### IV. NEW BUSINESS

- On April 18, 2018 the Safety Committee met at the Administration Building.
- C. Bonsall – What is the policy for the public being on school property while school is in session? Could signage be put up?
- J. Thomas – The area were the High School play props are stored has some unsafe conditions, the area is being cleaned up and repairs will be made in the summer.
- Liberty Bell – There cracks in the blacktop right outside of the gym.
- Liberty Bell – Can the custodial closet in the computer lab room be unlocked during the day, in case of an emergency.



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- Liberty Bell – Can there be a Emergency Code cheat cheat for substitute teachers? All information that a substitute teacher needs should be in the red folder in the teachers desk.

V. ACCIDENT/ INCIDENT REVIEW

VI. RECOMMENDATION TO MANAGEMENT

VII. SAFETY TOPIC – Common Sense

VIII. NEXT MEETING –May 17, 2018

IX. ADJOURNMENT- 9:27 am