

BRANDYWINE HEIGHTS AREA SCHOOL DISTRICT SAFETY COMMITTEE MINUTES

Thursday, November 2, 2023

[Google Meet](#)

I. Opening of Meeting

A. **Call to Order** - Time: 7:32 AM

B. **Attendance** (Quorum 50% +1) noted in **bold**;

- ☒ Carolyn Hanych, Admin/HS ~~Committee Chair~~
- ☐ Katharine Ege/CO **Committee Secretary**
- ☐ William Ostroski, Admin/HS **Committee Co-Chair**
- ☐ Andrew Potteiger, Admin/CO
- ☐ Ben Mertz, Buildings & Grounds
- ☐ Lisa Turner, Teacher/ES

- ☐ Robert Hogan, Teacher/ES
- ☐ Mike Wetzel, Facilities/CO
- ☒ ~~Nicole DelGuerico, Admin/CO~~
- ☐ Donna Lebo, Food Services/ES
- ☐ Emily Nettekville - Sarah Conrad, Admin/AD
- ☒ Nicole Smith, Payroll & Benefits, Bus.Office

C. **Approval of Minutes** from [10/5/2023](#)

- Motion: Lisa Turner Second: Donna Lebo Voice Vote: MOTION PASSES

II. Old Business

A. 2023-2024 Safety Committee Meeting Schedule.

- Meetings are at 7:30 am the first Thursday of the month while school is in session

B. Safety Committee web page: <https://www.bhasd.org/page/safety-committee>

C. Active Intruder Drill was completed District Wide on October 23rd; Those absent for the drill in October, they need to be present in March. There is a debrief meeting by building.

- Followed by Debrief on Extended Tuesday - October 24th

D. Great NorthEast ShakeOut Moved to November this year; The HS will perform an evacuation drill afterward. Bill will send instructions for special needs students.

C. Walkie Update Needed and Happening at ES; Mike Wetzel has pricing for these items. Adjustments are being made for channels and any interference resolved.

E. Crisis.Go Discussion

III. New Incidents/Insurance Information

A. Review New Incidents - None

B. Discuss Potential Safety Risks Associated with Incidents - NA

- Kat Ege to send an email blast to staff on Winter Weather Safety.

IV. Safety and Security

A. Emergency Operations Plan

- Safety Committee Role - Update on Crisis plan - Bill is looking for committee suggestions. The plan has 3 parts. Emergency operations plan - guidance of where to find subject specific information or annexes; functional annexes and all hazards plan annexes (threats, like active intruder, severe weather). Andrew Potteiger added that this plan is a new guide for all school districts and the formation is collaborative for all groups in schools. The plan should be completed by the end of the school year.

B. Discussions and Feedback on Annexes

- ❖ Functional Security Annex
- ❖ Functional CyberSecurity Annex
- ❖ Functional Public Health Annex

Bill Ostroski explained the process for reviewing the plan and briefly shared the three documents with the group. Bill will send the preliminary plan to Safety Committee members to solicit feedback and guidance.

V. New Business

- A.** Crisis.Go - Update from Bill O. - Financial & Infrastructure was Complicated to Implement. In larger districts there is a need to get word out because of multiple campuses and travel time between buildings. BHASD has 3 buildings in close proximity and communication is fluid and quick. It did not serve our needs at this time. Andrew Potteiger added that we had CrisisGo through a grant for 18 months, but we were never able to implement it properly.
- B.** HS Auditorium Lighting - Lighting under seats was removed. Will it be replaced to light up the walkways? Mike Wetzel updated that the lighting is complete.

VI. Discussion/Roundtable

- A. None

VII. Closing of Meeting

- A. Reminders** – Next meeting is **Thursday, December 7, 2023 at 7:30 am via Google Meet.**

- B. Adjournment** - Time: 8:00 AM

■ Motion: Lisa Turner Second: Mike Wetzel Voice Vote: MOTION PASSES