

Merrill Area Public Schools

MAPS Mission Statement: *Merrill Area Public Schools, in partnership with the Merrill Community and our families, will empower students to be lifelong learners, responsible citizens, and productive community members.*

Safety Committee Meeting
Monday - January 7, 2019
12:30 PM
BOARD ROOM
MAPS Central Administration Building
(1111 N. Sales Street, Merrill, Wisconsin)

Minutes

- I. Call to Order and Roll Call – Karen Baker, Dale Bergman, Jennifer Berreth, Brian Dasher, Darryl Frick, Officer Mark Heckendorf, Cindy Heinz, Laura Krause-Zastrow, Allie Libby, Keshia Mashak, Dr. John Sample, Von Saunders and Jeff Zettler

Dale Bergman called the meeting to order at 12:32pm.

Present: Karen Baker, Dale Bergman, Jennifer Berreth, Brian Dasher, Darryl Frick, Officer Mark Heckendorf, Cindy Heinz, Laura Krause-Zastrow, Allie Libby, Keshia Mashak, Dr. John Sample, Von Saunders

Absent: Jeff Zettler

Guest: Brad Potter, Gerald Beyer

- II. Approval of the [November 5, 2018 Safety Committee Meeting Minutes](#)

Motion by Dr. John Sample to approve the November 5, 2018 Safety Committee Meeting Minutes, motion seconded by Karen Baker. Motion approved. Abstained from voting: Officer Mark Heckendorf, Keshia Mashak, Allie Libby and Von Saunders.

- III. Restructure of Safety Team Members

Dale Bergman provided the committee with the new structure for the District Safety Team Members. The new structure aligns with the WSSCA and DOJ recommendations for safety teams, which includes consideration for mental health. Team members have been identified for the Building Level safety teams. Dale Bergman will be scheduling the school level meetings shortly.

- IV. Building Level Safety Team Meetings
A. Thoughts on Frequency / Agendas

Dale Bergman provided the committee with an overview of the next steps that will be taken and asked for committee recommendations in regards to meeting frequency and agenda items.

The committee discussed drills and practical exercise that could be run, gaining input from nurses, reviewing basic first aid and rally points. The committee also discussed meeting with building teams and asking for feedback in regards to the frequency of meetings and then reviewing with the district team.

V. Required ACEs (Adverse Childhood Experiences) / TSS (Trauma Safe Schools) / TIS (Trauma Informed Schools) Trainings

A. Modules 1-5 on DOJ (Department of Justice) Site

<https://dpi.wi.gov/sspw/mental-health/trauma/modules>

Dale Bergman provided the committee with the Act 143 training guidelines for ACEs, TSS and TSI. Every employee is required to be trained for 3 hours in these subject areas. The completion has to be reported to the DOJ by June 30, 2019. The District is considering adding the DOJ Modules 1-5 to Safeschools and having staff spend half a day of the April 05, 2019 MSI day to complete. Allie Libby and Von Saunders are going to review the full list of DOJ training available to verify which training options will best fit the needs of the district. The district needs to develop a training option for kitchen staff and substitutes.

VI. Paging Updates - Meeting January 8, 2019

Keshia Mashak provided the committee with an overview of the second phase of the paging update. The tech department should be able to provide clear and easy to follow directions to staff by placing stickers on each phone. All staff should be able to place an All Call page upon returning from Spring Break.

Dale Bergman is looking at contractors to update the entire paging system so that its consistent throughout the buildings.

VII. Tabletop Exercise

Dale Bergman explained tabletop exercises to the committee along with the benefits. The committee discussed practicing exercises during the committee meetings.

VIII. Work Comp Claims

Jennifer Berreth provided the committee with an overview of worker's compensation claims since 07/01/2015. Jennifer Berreth will reach out to Church Mutual to see if they can provide the district with no cost training material and safety resources.

IX. Analog Phones for Emergency in Each Building

A. When / If to Implement

Dale Bergman informed the committee that each school currently has an emergency cell phone available for use. He explained the background behind installing emergency analog phones using the existing fire alarms line, along with the need for training, and the potential repercussions of having the phone number compromised.

Items for the next meeting: Agenda items for the next meeting: Follow-up on training material and resources available from Church Mutual, Which training Allie and Von recommend to be added to Safeschools, and Brad Potter to provide feedback from the HS.

X. Adjournment

Motion to adjourn by Dr. John Sample, motion seconded by Laura Krause-Zastrow. Motion carried unanimously. Meeting adjourned at 1:20pm.