



**Lebanon School District
Safe & Healthy School Committee
Meeting Minutes
Wednesday, September 16, 2015**

The Safe & Healthy Schools Committee met on Wednesday, September 16, 2015, in the Board conference room at 12:00 noon. Dr. Bartley welcomed the group for the first meeting of the 2015-2016 school year. She said the next meeting for the school year will be determined by the Safe Schools sub committee. Dr. Bartley asked everyone to refer to the items on the agenda. Please see the attached list for Safe Schools Committee members present at the meeting.

Drug Awareness Forum

Dr. Bartley shared a flyer regarding a drug awareness forum that will be held in the LGI room at the Lebanon High School on October 5, 2015 from 6:30 to 8:00 p.m. It will be advertised on the radio, on Facebook and a press release will be issued. Elementary students will be given a flyer to take home and secondary students will receive a flyer in the mail. Dr. Bartley stated that the forum is for adults and students fifth grade and higher. The forum is going to be organized in groups that will rotate to different stations educating on brain chemistry, addiction dynamics, heroin and synthetic drugs. She said Robert Count is one of the speakers who will be sharing his story and how he overcame his heroin addiction. Dr. Bartley asked Victor Parziale, Drug Free Workplace of Pennsylvania, program supervisor, to share with the committee some of his responsibilities. He said one third of his work is to help businesses implement drug free workplace programs to promote employee health and make businesses more productive and profitable. The remainder of his time is used to educate the public via radio, television, presentations at schools, counseling centers, churches and drug and alcohol rehabilitation centers in order to educate the hazards of drug abuse and the pathway to recovery. Victor will be part of the forum on October 5th.

Dr. Bartley asked the student representatives to share this information with their classmates and possibly put it on the morning announcements. She said if the forum goes well and we get a good response, we would plan on having another one.

Dr. Bartley said the Pennsylvania Association Youth Survey (PAYS) would be coming up some time in November for grades 6, 8, 10, and 12. This survey can be done online. Dr. Bartley feels that the information we get from this survey is important for our entire community because it helps analyze where we are, what's happening, and what are the biggest issues among our kids. She said there would be a parent survey that will be sent along with the youth survey.

Mandated Reporting (Act 126)

Dr. Danz said as of January 21, 2013 Act 126, Child Abuse Recognition and Reporting became effective. The act requires anyone working with children on a regular basis to fulfill three hours of the mandated reporting training. The district has purchased a video for staff and hopes to have everyone trained by the end of the 2015-2016 school year.

Safe Schools Checklist for Principals

Dr. Bartley said at the beginning of each school year, a Safe Schools Reminders checklist for principals is sent for them to complete. She said she received the checklist from all schools.

Wellness

Dr. Bartley shared a plaque that our district received from the American Heart Association for a fit friendly worksite for meeting the criteria on employee wellness. We received this plaque for 2013, 2014, and 2015. She is very proud of our district and hopes that we can continue this achievement with staff and students. Dr. Bartley announced that the heart walk is on Sunday, September 27, 2015. Red Ribbon week is October 23rd through October 31st. Toni Henning said the elementary and middle school

would receive the red ribbon. Dr. Bartley asked Toni to check if the high school students can receive red ribbons as well.

Dr. Bartley asked Molly Reffner, American Heart Association to share some things that may be happening in the future. Molly said Lebanon School District is a great support to the American Heart Association. She said she is working with schools in the area regarding jump rope for heart and hoops for heart. She thanked our district for our generosity.

Toni Henning said there is some updated information on food allergies and EpiPens. She said it is recommended that the EpiPens are not locked in the medicine cabinet. They need to be readily available for any emergency situation that may occur. The nurses are aware of this change. She said that staff needs to be trained on the usage of the EpiPens. There is training available online. Dr. Bartley asked Toni to forward the online information to her and she will make sure that the leadership team receives the information. Toni is recommending that they watch the video and then do the training.

Dr. Bartley asked Krista Edinger from Nutrition Inc. to share any information that she may have on food allergies. Krista said when the student punches in their code with the cashier, an alert will pop up if the student has a food allergy.

Dr. Bartley also mentioned that when she hands out the academic achievement awards, the students get a cupcake. Students with allergies will be given a prize in place of a cupcake.

Toni Henning said the nurses would be doing mass screenings in all schools. She said it has been very successful in the past. The first screening will be at Southwest on September 24, 2015.

Mike Reager said Strava is a fitness app to keep track of how many miles a person runs, walks or rides bicycle. He said some of the teachers at Harding Elementary use this app. They are hoping to inspire others to get out there and enjoy the nice weather by engaging in physical activity.

Pedro Cruz said the race for education would be held on October 23rd at Henry Houck Elementary.

Toni Henning said flu shots would be given the first full week in October. There will be assigned times and dates posted at each building. The Medicine Shoppe will be administering the shots for \$20.00.

Mike Hodge said Becky Daubert is doing yoga and zumba classes for staff and students.

Chief Wright said two employees from the police department started a program called "Cops for a Cure" by selling pink t-shirts to be worn in October during breast cancer awareness. He said Mayor Capello has authorized the Lebanon Police officers to wear the pink t-shirts under their uniforms. Chief Wright said over 1,300 t-shirts were sold and the proceeds will go toward the YMCA Pink Complete Program for breast cancer survivors. This program includes physical fitness, nutrition and mental well being as part of the recovery process. He said it is a very successful program.

Dr. Bartley said some of our staff would be wearing the t-shirts on October 16th.

911 Dial Direct

Bob Bowman said they are working on being able to dial 911 directly in case of an emergency. As of now, some of the buildings are set up to dial 9 for an outside line and then the phone number. He said another issue that is being worked on is that when a 911 call comes into EMA, they can't tell which school the call is coming from.

Chief Wright said when a call comes into EMA there is a protocol that they follow. Someone on the other end is typing the information and another person is reading the computer and dispatching the police. They are working on getting help to the caller as soon as possible.

“Adopt a Cop” in each building

Dr. Bartley said Mr. Collins is trying to get an officer assigned at each building to interact and have lunch with the students. Each school should permit the officers to eat lunch or breakfast in their cafeterias.

2015-2016 Alcohol Awareness Poster Contest

Dr. Bartley shared a handout regarding an alcohol awareness poster contest. She said all grades are welcome to participate. She is encouraging the student representatives to share this with their classmates.

Anonymous Reporting

Dr. Bartley said there has been discussion about having an anonymous reporting line for students to report something without anyone knowing. She thinks it is worth considering. Bob Bowman said maybe incorporating it with the iPads would be a good idea. Dr. Bartley said there would be continued discussion on this topic in hopes to have a solution by next school year.

Weapons Policy

Bob Bowman explained that to be charged criminally with a weapon, intent to use the weapon must be proven. The disciplinary action in our policy remains the same.

Safety Data Sheets (SDS) & Door Markings and Locations

Adam Steckbeck said Pennsylvania state law requires that every chemical that is used must be on a safety data sheet (SDS). He shared a handout instructing how to access the information online through the district’s website. All chemicals will be listed in the near future.

Todd Kaylor said door markings have been installed throughout the buildings in effort to narrow down locations in the event of an incident. He said eventually the police and fire departments will be able to access the markings on their computers to help in an emergency.

Attending Fire Drills

Dr. Bartley said Fire Chief Trautman expressed an interested in attending the fire drills. She asked principals to work with Brian Hartman to make that happen.

Homeland Security K12 School Outreach Initiative

Dr. Danz said at the President’s direction, the Department of Homeland Security did a study on school safety and conducted a threat assessment to develop a compilation of best practices. He said they surveyed 96 schools ranging from urban, suburban, and rural schools across the United States. He shared an analysis and the key findings of the survey with the committee. Dr. Danz said after reading the handout, our district is ahead of the curve.

Trick or Treat

Dr. Bartley said Trick or Treat is October 29th from 6-8 p.m. Chief Wright said there is no rain date.

Community Update

Mayor Capello said because of the heroin epidemic, the city and the county have joined efforts to establish a task group. They will be having their first meeting Friday morning, September 18th. They are going to develop a mission statement and determine the action steps moving forward. The task group will address treatment, prevention, concerns from city and county officials as well as educate the community on this growing problem.

Dr. Bartley said there was discussion on training our nurses to administer Narcan should there be a heroin overdose.

Mayor Capello said the police department, the county, and the district attorney's office applied for a grant for Narcan and training.

Chief Wright said he appreciated recognition at football game.

Michael Ritter, Domestic Violence Intervention shared that October is domestic violence awareness month. On October 4th they will have their second annual Clothesline Project at Monument Park from 11:00 a.m.–2:00 p.m. The display will continue at the Lebanon Valley Mall starting October 5th through October 31st. He said there would be two fall coach academies. They will be held on October 20th from 5:30-7:00 p.m. in the Lebanon High School cafeteria and on December 7th from 5:30-7:00 p.m. at Elco Middle School. The academies are to educate young men and give them tools to maintain healthy relationships with women.

Toni Henning said each school should have their own emergency response team. She said principals should contact the nurse at their building to initiate a team. Toni said emergency drills should be done to make sure everyone on the team knows what their role is should an emergency occur.

Steve Collins said Saturday, September 26th is the Lebanon County Kennel Club Wags Walk on the Rails to Trails. Registration begins at 12:00 noon. Part of the proceeds benefits the K9 unit.

Bob Bowman recognized the staff at Southeast and Northwest for their responses regarding recent incidents that occurred near their buildings. Todd Kaylor asked that in the future, if an incident occurs, the custodial and cafeteria staff be notified.

Todd Kaylor said Harding and Southwest windows are cut out and ready for the installation of the ID system. Bob Bowman said the computers have arrived for the ID systems and will be installed soon.

Building Reports

Harding – No Comment

Henry Houck – No Comment

Northwest – No Comment

Southeast- No Comment

Southwest – No Comment

Lebanon Middle School – No Comment

Lebanon High School – No Comment

Nutrition Inc. – No Comment

Respectfully Submitted,

Millie Smith
District Administrative Assistant

**Safe & Healthy Schools Committee Meeting Attendance
Thursday, September 16, 2015**

Present	Marianne Bartley	Superintendent of Schools
	David Bentz	Assistant Principal, Lebanon High School
Present	Bob Bowman	Attendance Officer
Present	Nicholas Bullock	Assistant Principal, Harding Elementary School
Present	Shawn Canady	Chief Information Officer
Present	Joshua Coatsworth	Director of Special Education
Present	Craig Coletti	Principal, Southwest Elementary School
Present	Steve Collins	Attendance Officer
	Dawn Connelly	Principal, Lebanon Middle School
Present	Pedro Cruz	Principal, Henry Houck Elementary
Present	Chris Danz	Assistant to the Superintendent
	Greg Danz	Assistant Principal, Northwest Elementary School
Present	Krista Edinger	Nutrition Inc.
Present	Bill Giovino	Principal, Lebanon High School
Present	Mike Habecker	Principal, Southeast Elementary School
	Brian Hartman	Director of Building & Grounds
Present	Antoinette Henning	School Nurse
	Kelly Herr	Assistant Business Manager
Present	Michael Hodge	School Climate Manager, Lebanon Middle School
Present	Todd Kaylor	Assistant Director of Buildings & Grounds
	Karl Liedtka	Supervisor K-12 Counseling Programs
Present	Michael Murphy	Assistant to the Superintendent
	Jennifer Nordall	Assistant Principal, Lebanon High School

Present	Michael Reager	Principal, Harding Elementary School
Present	Bill Rennecker	Licensed Professional Counselor
	Curtis Richards	Business Manager, Lebanon School District
Present	Kaitlin Sherman	Nutrition Inc.
Present	Millie Smith	District Administrative Assistant
Present	Adam Steckbeck	District Custodial Supervisor
Present	Kenneth Travis	Guidance, Northwest Elementary School
	Neil Young	Principal, Northwest Elementary School
	Gary Zelinske	Assistant Principal, Lebanon High School
Present	Sherry Capello	Community
	Holly Leahy	Community
Present	Molly Reffner	Community
Present	Michael Ritter	Community
	Gary Rusen	Community
	Fire Chief Trautman	Community
Present	Police Chief Wright	Community
Present	Jordy Polanco	Harding Student Representative
Present	Riley Houck & Kaydance Rote	Henry Houck Student Representatives
Present	Mikayla Bowman	Lebanon High School Student Representative
Present		Lebanon Middle School Student Representatives
Present	Brianna Fortson	Northwest Student Representative
Present		Southeast Student Representative
Present	Natalie Thornsberry	Southwest Student Representative