

Minutes of a January 24, 2022 School District of Manawa Ad hoc Safety Committee Meeting

The meeting began at 5:30 p.m. in the LWHS parking lot by the Fitness Center and proceeded to the MES Board Room, 800 Beech Street

Board Committee Member: Hollman

Committee Members: Dr. Melanie Oppor, Dan Wolfgram, Jeff Bortle, Danni Brauer, LuAnne Ujazdowski, Janine Connolly, Jill Seka, Nate Ziemer, Chief James Gorman, Chief Rob Rosenau, Sheriff Tim Wilz, Arndy Carlin, Mayor Mike Frazier, Krystal Draeger, Jill Timm, Eric Pynenberg, Amanda Bruette, Michelle Krisher, Russ Hollman, Justin Buschke, Keither Jepson, and Emma Riske

In Attendance: In Attendance: Dr. Melanie Oppor, Dan Wolfgram, Danni Brauer, Janine Connolly, Sheriff Tim Wilz, Arndy Carlin, Mayor Mike Frazier, Eric Pynenberg, Amanda Bruette, Russ Hollman

Guests: Carmen O'Brien, Casey Fields
Timer/Recorder: Dan Wolfgram

1. Discuss and Make Recommendations Regarding Exterior Lighting (Information / Action)
 - a. Manawa Elementary School
 - Need to address lighting in the back parking lot and playground area. Currently needs more lighting.
 - b. Manawa Middle/Little Wolf High School
 - More lighting is recommended on the northern exposure of the Fitness Center. Currently, there is a swath of darkness that runs the entire length of the sidewalk adjacent to the parking lot. Sidewalk lighting is also recommended all the way until 4th Street.
 - The city sidewalk running the length of 4th street is poorly lit on the northern side of the street. - Dr. Oppor is working with the city to investigate the installation of a 3-light pack to increase brightness.
 - New and /or additional flashing lighting is needed on 4th Street, Beech Street when approaching the school zones from all directions.
 - Pedestrian Concern - No crosswalks have been painted on the Eastern or Western entrances to Little Wolf High School from 4th Street. The consensus of the group was that the painting of the crosswalk was the responsibility of the City of Manawa.
2. Review Bus Related Safety (Information / Action)
 - a. Safe Routes to School/District Bussing Plan - Mrs. O'Brien
 - More in-city bus routes are being requested nearest the millpond area. Mrs. O'Brien demonstrated on a map the current in-town stops and explained the legal obligations and parameters where the school district

must provide transportation. These include crossing major highways, and bridges.

- One additional bus route = \$50,000
- Kobussen is exploring setting up another “group” pickup site and the possibility of winter route/stops

b. Review bus safety protocols and communication

Standard Operating Procedures (SOP's) are specific to each District. Waupaca County preferred calling procedure when dealing with an emergency situation is as follows:

1. Driver call 911
2. Driver call Kobussen
3. Driver call SDM Business Office
4. Driver Dr. Oppor

Contacting parents will be a shared responsibility between Kobussen and the SDM. Messaging will need to be consistent. Dean Marzofka will update bus lists in Skylert so accurate and swift messaging to parents can occur.

Accident or Breakdown: The Kobussen procedure is to deploy a substitute bus to the location of the event. Officers on site will assist with informing SDM officials where victims have been transported for further medical attention. SDM officials will call parents to inform parents/guardians directing them to appropriate medical facilities. In the event a parent shows up to the scene, officers on site will direct parents/guardians accordingly.

Recommendation: Have scenarios pre-scripted.

3. Review the Results of the Safety Assessment for Manawa Elementary School (Information / Action)
 - a. Issues

Elementary School and District Office

- **Bleacher Plan** - You can use it from an existing school. It may be as simple as a process to check before closing the bleachers to ensure no one is underneath.
- Provide fire extinguisher training to staff.
- Locate fire extinguisher signs higher and/or perpendicular to the wall
- Provide red reflective squares on the lower portion of mechanical room doors.
- **Remove door stops from exterior doors.**
- Name main hallways (include on floor plans)
- Several store rooms had missing ceiling tiles.
- All staff should have fob access to both buildings.
- Provide safety vests for staff
- Number gym doors on the inside.
- There are no cameras inside the gym.
- Fence on north side electrical/generator needs to be locked.

- Consider radio battery replacement program
 - Fire alarm pull station in gym is not protected.
 - **Install fence between parking lot and playground area.**
 - Identify storm shelter locations closer to classroom areas.
 - Take “GO KITS” to shelter locations.
- b. Recommendations - **High Priority Items in Yellow.**
 - c. **BOE Reminder** - Other items are NOT mandates but many of the items are recommendations and “nice to do” as time and budget allows.
 - d. Other
4. Review the Results of the Safety Assessment for Manawa Middle School/Little Wolf High School (Information / Action)
- a. Issues

Middle School/High School

- Verify room numbers are clearly visible from hallway.
 - **Teachers names should not be posted on classrooms.**
 - All staff should have fob access to both buildings.
 - Provide safety vests for staff
 - Items should not be stored in vestibules.
 - Hall at west end of gym should not be used as a store room.
 - Art room storeroom has heavy boxes stacked too high.
 - Art room storeroom has a wooden ladder.
 - Darkroom is not secured.
 - Missing door on server room by library.
 - Mouse trap exposed in server room by library.
 - Unprotected light switches in the gym.
 - Custodial room double doors were open and not occupied.
 - Curtains on stage should be open.
 - Switchable motion sensor lights could be installed in hall by stage.
 - Provide fire extinguisher training to staff.
 - **Locate fire extinguisher signs higher and/or perpendicular to the wall**
 - Provide red reflective squares on the lower portion of mechanical room doors.
 - Remove door stops from exterior doors.
 - Name main hallways (include on floor plans)
 - Fire door by main entrance does not seem to function properly.
 - **Take “GO KITS” to shelter locations.**
- b. Recommendations - **High Priority Items in Yellow.**
 - c. **BOE Reminder** - Other items are NOT mandates but many of the items are recommendations and “nice to do” as time and budget allows.
 - d. Other
5. Review Results of the Safety Assessment for Paving the Way (Information / Action)
- a. Issues

- b. Recommendations
 - Place address sign on rear of building.
 - Install security camera(s).
 - c. Other
6. Initial Review of New District Safety Handbook and Free Online Resources (Information / Action)
7. Set Next Meeting Date: February 16, 2022 5:30 p.m
8. Next Meeting Items:
 - a. Review and Revise District Safety Handbook
 - b. Review MacNeil Environmental Safety (Mock OSHA Inspection) Report
 - c. Other Issues of Concern to the District Ad hoc Safety Committee
 - d. Prepare Recommendations for Board of Education
 - e. Other
9. Adjourn