



## Workplace Violence Committee

Spring 2025 - April 29th - 2pm

Ebenezer Conference Room

2:00pm

TOPIC	NOTES
Welcome	<ul style="list-style-type: none"> <li>Committee Introductions <ul style="list-style-type: none"> <li>New Members?</li> </ul> </li> </ul>
Review of Policy, Definitions and Processes	<ul style="list-style-type: none"> <li>Review of Policy, Definitions, Processes</li> </ul>
24-25 Reporting	<ul style="list-style-type: none"> <li>Update committee on any WPV reports or incidents.</li> </ul>
Review 24-25 Identified Risks  (Discussion: Any new/identified Risks/Concerns)	<ul style="list-style-type: none"> <li>Each building representative and School Resource Officer reviewed their physical evaluation and controls were discussed.</li> </ul>
Next Steps	<ul style="list-style-type: none"> <li>The Coordinator will update the WPV Program and share with committee members.</li> <li>The plan will be posted on the website along with the SchoolFront system and emailed to the entire staff.</li> <li>Annual training will be conducted via Global Compliance Network.</li> </ul>
Closing	<ul style="list-style-type: none"> <li>Thanked committee for their work</li> <li>Committee members can request a meeting at any time to address concerns.</li> <li>Committee will meet at least annually to review reports, evaluate the program and make any necessary adjustments/modifications.</li> </ul>



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**NYS Requirements & Action Steps:**

- Designate a WPV Program Coordinator
- Prepare policy statement and place on BOE agenda (Policy Services template)
- Create a “team/committee”
- Risk analysis and prevention
- Develop the WPV program
- Create workplace incident report form
- Notification/Posting Once WPV program is finalized
  - Initial staff notification (Notification must be made in the future whenever significant changes are made)
  - Post policy statement
  - Post program
- Staff Training
  - Develop a training
  - Have all employees initially take training and annually afterward
- Document workplace violence incidents and retain records (see LGS-1)
- Conduct annual review of WPV program
  - Involves review of incident reports and assessing effectiveness of mitigating actions