



MATTHEW BARRETT, Ed. D.  
Superintendent of Schools

ELLEN M. FALISKIE  
Assistant Superintendent

ROSE E. EMMETT  
Business Manager / Board Secretary

MINUTES  
WORKPLACE SAFETY COMMITTEE MEETING  
Thursday, October 18, 2018

The regular monthly meeting of the Workplace Safety Committee was held on Thursday, October 18, 2018 in the Conference room of the EverGreen Elementary School.

The meeting was called to order by Jennifer Keating at 1:30 PM.

The following nine (9) members were present: Jennifer Keating, Susan Romanski, Warren Brundage, Paul Gregorski, Denise Johnson, Ellen Muller, Alene Olsommer, Maria Palko, and Brian Seaman. Two (2) members were absent: Brian Landry and David Robinson.

Joe Dunda, Director of Building and Grounds was present as a guest. Mr. Dunda has been invited to attend the monthly meetings at his convenience.

### Approval of Minutes

A motion was made by Ellen Muller and seconded by Alene Olsommer to approve the minutes of the September 27, 2018 meeting. The motion carried with all affirmatives.

### Old Business

Discussion was held on old business.

Robert D. Wilson Elementary – Air Conditioning has been fixed.

High School – Joe Dunda and Paul Gregorski reported that the District has received the retest report on the air quality issue that the High School and Middle School were having over the past month. The retest came back that all areas are safe. There are still two classrooms in the high school that have not reopened, but that is due to some repairs that need to be done in those rooms to put them back in order for occupancy. Repairs have been made to the roof leaks in the High school and Middle school. The floor in the concession stand has a carpet down to help prevent slippery conditions.

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Middle School – Tile still needs fixing downstairs in front of the Sensory Room and worn stair treads on front staircase are still an issue. Alene Olsommer reported that there have been no trip or fall issues reported with the tile or staircase. These were items of concern from the Committee building tour in May. Joe Dunda reported that there are also tiles in the cafeteria that are starting to pop up and will look into these issues.

### **Report on Condition of Buildings**

The high school is much improved from last month.

Maria Palko reported the loading dock at EverGreen Elementary was icy/slippery this morning. Joe Dunda reported that he would check it out. Also, discussion was held on the use of disinfectant wipes being brought into the building and used by students and staff in the classrooms. The Committee agreed that with the upcoming flu and cold season, the staff are trying to be proactive keeping the rooms, desks, etc. clean. Everyone agreed that the staff should be handling the wipes and not the students.

All other buildings were reported ok.

### **NEW BUSINESS:**

**Injury Reports** – Jennifer Keating reported there was one injury. An employee had a finger/knuckle jam from putting a book on a shelf. No action was necessary.

### **Email Reports:**

One email was received by the Committee concerning the concession stand at the stadium. As previously discussed, a carpet has been placed on the floor to help with the slippery conditions.

### **Scheduled meeting:**

The November meeting of the Workplace Safety Committee will be held in the conference room of the Administration office. Members will be contacted with the date and time.

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**Tour:**

At this time, Joe Dunda led the Committee on a tour of the EverGreen Elementary building. Mr. Dunda took the Committee on a tour of the Greenhouse on the property and showed how the system works. This would be a great learning tool for students from other buildings/grades to experience. The Committee also saw the roof top garden, mechanical rooms, kitchen, and other areas of the building. The Committee did see the loading dock that was reported slippery in the morning. The loading dock is in the shade and will have to be monitored in the winter months. A member suggested that it is time for the Committee to send out an email to staff about slips and falls with the upcoming winter weather approaching. There were no other issues with the building. The property was clean, organized, and well maintained.

**Adjournment**

Brian Seaman made a motion seconded by Maria Palko to adjourn the meeting of the Workplace Safety Committee at 2:36 PM.

The motion carried with all affirmative.

Susan Romanski, Secretary  
Workplace Committee

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