



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, February 28, 2019

The regular monthly meeting of the Workplace Safety Committee was held on Thursday, February 28, 2019 in the Conference room of the Administration Office.

The meeting was called to order by Jennifer Keating at 9:04 AM.

The following ten (10) members were present: Jennifer Keating, Susan Romanski, Warren Brundage, Paul Gregorski, Denise Johnson, Ellen Muller, Alene Olsommer, Maria Palko, David Robinson, Brian Seaman. One (1) member was absent: Brian Landry.

Guest Joe Dunda, Director of Building and Grounds was in attendance.

### Approval of Minutes

A motion was made by Ellen Muller and seconded by Dave Robinson to approve the minutes of the January 17, 2019 meeting. The motion carried with all affirmatives.

### Old Business

Discussion was held on old business.

**EverGreen Elementary** – Joe Dunda reported that they are waiting on the Contractor to fix the leaning light pole in the parking lot. This is not a safety issue.

**Middle School** – Raised tile in front of the Sensory Room has been looked at and it does not seem to be a safety problem for students and/or staff.

### Report on Condition of Buildings

#### RDW - OK

**EverGreen** – Ellen Muller reported that there are outside lights that are out along the driveway and in the parking lot. The Contractor has been notified and will be replacing the broken lights.

**Middle School** - OK

**High School** – Ok

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**District Office - OK**

Discussion was held on the window screens that were installed at the District Office and several schools. The High School hallway doors and Robert D. Wilson Elementary are still waiting for their installation of the screens. Alene Olsommer brought up the question of putting the screens on classroom door windows. Discussion was held.

**NEW BUSINESS:**

**Injury Reports** –Jennifer Keating reported that the representative from CM Regent Insurance Company meet with Business Manager Rose Emmett and herself this week. The School District had one claim for this year and the decrease in claims was probably due to more awareness, training, etc.

**Email Reports** - no emails this month.

**Discussion** - Susan Romanski reported that High School Nurse Denise Johnson reviewed the use of the Defibrillator with the District Office staff and High School Principal Paul Gregorski. A suggestion was made that the building Nurses review their defibrillators with each building's office staff. Denise Johnson will talk to the other Nurses about this idea.

Robert D. Wilson Nurse Maria Shelp suggested a water bottle fill station be installed in each building. Discussion was held and suggestion was made that she apply for a Grant to offset the cost.

District wide CPR and Heimlich Training for all staff was also discussed. Paul Gregorski will bring this suggestion to the Administration.

Susan Romanski informed the Committee that we need to schedule our annual training and listed the available dates and times for the Committee to choose from for training. The Committee selected March 13, 2019. They also selected two times for the training: 7:30 AM to 8:30 AM and 10:30 AM to 11:30 AM. Jennifer Keating will sign the Committee up for the training. This training will be our March meeting.

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### **Adjournment**

Paul Gregorski made a motion seconded by Susan Romanski to adjourn the meeting of the Workplace Safety Committee at 9:35 AM.

The motion carried with all affirmative.

Susan Romanski, Secretary  
Workplace Committee

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