



**MATTHEW BARRETT, Ed. D.**  
Superintendent of Schools

**CYNTHIA A. LaROSA, Ph.D.**  
Assistant Superintendent

**ROSE E. EMMETT**  
Business Manager / Board Secretary

**MINUTES**  
**WORKPLACE SAFETY COMMITTEE MEETING**  
January 3, 2024

The regular monthly meeting of the Workplace Safety Committee was held on January 3, 2024, in the Conference room of the District Office and ZOOM.

The following eight members participated as follows: Amanda Steinmetz, Megan Robinson, Brian Seaman, Ron Franks, Naomi Spewak (via Zoom), Denise Johnson (via Zoom), and Stephen Mackle were in attendance. Mindy Maros and Ellen Muller were excused.

**Meeting**

The meeting was called to order by Amanda Steinmetz at 10:01 AM.

**Minutes**

A motion was made by Stephen Mackle and seconded by Brian Seaman to approve the minutes of the December meeting which took place on December 6, 2023. The motion carried.

**Old Business**

None.

**Report on condition of buildings**

RDW – The construction project is ongoing and the stairwell has been reopened. Requests were made at the meeting for installation of speakers in the cafeteria and in the playground area. A request was made for a review of the camera speaker in the gym to see if it needs a different mount. A request was made for a door handle to be installed in the office on the inside of the door, so that it could be pulled closed if needed. The camera near the library stairs is not functioning and will be addressed. A request was made for the view of the camera outside the office to be changed, so that more area is visible.

EG – None.

MS – None.

HS – None.

DO – None.

**New Business**

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- Injury Reports – Three employee related injuries. One employee was injured when she became upset, leaned back, and fell out of her chair. One employee was injured in a slip and fell on ice. Our maintenance team was out cindering at the time of the fall. One employee was injured when he/she was struck by a student.
- Discussions concerning the reporting of student-related injuries. Due to audio issues this was not discussed.
- Building inspections were scheduled.
- We are continuing to prepare a master list of all staff parking passes.
- Traffic control lights/devices-our requests are now with the PennDOT engineers for review.

### **Future Meeting**

The February meeting is scheduled for February 7, 2024, at 10:00 a.m. and will be an inspection of the Middle and High School Campus.

### **Adjournment**

Megan Robinson moved to adjourn the meeting and Brian Seaman seconded the motion at 10:14 AM.

The motion carried.

*/s/ Amanda Steinmetz*

Amanda Steinmetz  
Chairperson/Secretary  
Workplace Safety Committee

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