



**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**  
**February 5, 2025**

The regular monthly meeting of the Workplace Safety Committee was held on February 5, 2025, in the conference room of the District Office and via ZOOM.

The following TEN members participated: Carrie Williams, Megan Robinson, Ron Franks, Denise Johnson, Stephen Mackle, Susan Pauler, and Shanequa Moser participated in person and Mindy Maros, Ellen Muller, and Naomi Spewak participated via Zoom. Tara Morcom and Brian Seaman did not participate due to prior engagements.

**Meeting**

The meeting was called to order by Carrie Williams at 10:02 a.m.

**Minutes**

A motion was made by Stephen Mackle and seconded by Denise Johnson to approve the minutes of the January 8, 2025 meeting. The motion carried.

**Old Business**

It was discussed that decorations around the classroom doors may not only cause issues during the holiday season but also during spirit week. It was decided that Carrie Williams will draft a notice, from the Safety Committee to the building Principals, of the possible safety risks should these decorations impede doors from closing freely and locking securely. The items being stored in the access hallway from the MS to the HS have not yet been addressed. Mr. Mackle reported that the a.m. drop-off has been going smoothly with someone holding the vans until all students are in the building. There were a couple of incidents where vans have pulled out, but it was addressed. He also stated that he continues to access data from the speed limit lights placed on 296 at both ends of the "school zone".

**Report on Building Conditions**

RDW – The concrete area in front of the main door, that was previously fixed, is lifting again. This is most likely due to frost. The lock to the door used for recess is not working with all keys and the master key needs to be used.

EGE - Nothing reported

MS – A code green, for medical purposes, was put in effect and it was discovered that the door to room 109 would not latch. Mr. Franks reported that this issue has been addressed by his staff and that he would follow up to be sure it is functional.

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HS – Nothing reported

DO – Nothing reported

#### **New Business**

- Injury Reports – Megan Robinson reported that there were no injury reports filed in the month of January.
- Mr. Mackle reported that there is an ongoing issue with cars passing buses on 191 while their lights are on and the arm is out. He has reached out to a company for information on cameras that the District can provide to the contractors. These cameras attach to the arm and will capture information on vehicles that pass. He stated that the State Police have cited several individuals in the Wayne Highlands School District by using video from this type of camera. The State Police have also notified him that they have started a campaign and will have a stronger presence during school hours on roads around all buildings.
- Mr. Macle also reported that he reached out to Penn Dot and Township road crews regarding the deteriorating condition of the pavement at the bottom of Hemlock Road. Because of the hole that opened, buses making a right on to 296 must pull out into the oncoming lane to avoid it. Because the sluice pipe runs under 296 it has been determined that Penn Dot will need to address the situation.
- Mr. Franks reported that Phase 1B of the construction project will begin the week of February 10, 2025. During this phase, there will be a 2<sup>nd</sup> shift of workers present in the building. They will be working on removing and replacing pipes in the ceiling from the MS 800 wing toward the main office and from the MS Library toward the 100 wing.
- Carrie Williams notified all members present that in the next three months, in lieu of regular meetings, we will be training and building tours/inspections. A tentative schedule was set as follows:

**March** - Workplace Safety Committee mandatory training—date dependent on CM Regent training schedule.

Training will be done as a group in the DO conference room. If any member cannot attend on the date scheduled, they must complete the training on their own and submit their certificate no later than May 15, 2025.

**April** – Tour/inspection of HS, MS, and DO starting at 10:00 in the DO conference room.

**May** - Tour/inspection starting at RDW and then traveling to EG. Start time yet to be determined.

**June** – Regular meeting is changed to Monday, June 2, 2025 at 10:00 in the DO conference room. This change is due to the tentative last day of school.

#### **Future Meeting**

The next monthly meeting is scheduled for March 5, 2025, 10:00 a.m. If training is set up for a March date, that will be in place of the March 5<sup>th</sup> date.

#### **Adjournment**

Susan Pauler moved to adjourn the meeting and Shanequa Moser seconded the motion at 10:32 a.m.

*/s/ Carrie Ann Williams*

Carrie Ann Williams

Secretary/Chairperson

Workplace Safety Committee

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