WESTERN WAYNE
SCHOOL DISTRICT

DISTRICT OFFICE
1970c Easton Turnpike
Lake Ariel, Pennsylvania 18436

Telephone: 1-800-321-9973 Web: www.westernwayne.org Fax: (570) 341-1221

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

October 7, 2026

The regular monthly meeting of the Workplace Safety Committee was held on Wednesday, October 7, 2026, in the conference room of the District Office.

Meeting

The meeting was called to order by Carrie Williams at 10:04 a.m.

Mrs. Williams took roll call. The following TWELVE members were present: Carrie Williams, Megan Robinson, Andrea Covey, Jade Flynn, Ron Franks, Jason Gay, Shanequa Moser, Susan Pauler, Brian Seaman, Morgan Sledzinski, Naomi Spewak and Donna Urian.

Minutes

A motion was made by Mrs. Moser and seconded by Mr. Franks to approve the minutes of the September 2, 2026 meeting.

Report on Building Conditions

RDW – Good; Work on the main entrance is ongoing.
EGE – Good
MS - Mrs. Pauler reported that the entrance door at the end of the 800 hallway does not close properly due to the entrance mat. She also noted that the secure door near the office entrance does not always close completely. It was suggested that a two-way mirror be installed to allow the secretaries to monitor whether the door is fully closed. Mr. Franks agreed to investigate the feasibility of installing the mirror in the most effective location.
HS - Good
DO – Good

Old Business

There was no old business for further discussion.

New Business

Injury report

BOARD OF EDUCATION
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Angela Booths, James Collins, Christina Hinz, Matthew Nied, Kerin Weinberger, Ethan Wood

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- Mrs. Robinson reported that there were two incident reports filed each involving a student.

- Mrs. Robinson informed the committee that a revised accident/injury report is currently being drafted. Once finalized, the report will be shared with all staff members and posted on the website for staff access. The revision was recommended by our new workers' compensation provider, Clear Spring Property and Casualty Group.

- Mrs. Robinson announced that the Workplace Safety Committee will distribute monthly informational emails to all employees regarding workplace safety and injury prevention, with some communications tailored to specific departments. Committee members were asked to share any relevant information they receive that could help promote employee safety.

- Mrs. Covey expressed concern that outside contractors working at EverGreen have been repeatedly propping open the door between the cafeteria and the exterior. Mr. Franks stated that he had addressed the issue with the contractor, who was instructed to notify their workers that all doors must remain secured.

- Mr. Franks expressed concern regarding employees arriving unnecessarily early at EverGreen, particularly during the winter months. Early arrivals create challenges for custodial staff who need to clear parking lots, sidewalks, and entrances before the school opens. Vehicles in the parking lot can interfere with snow removal and other essential preparations. Mrs. Covey noted that Mr. Pidgeon has addressed arrival times with his staff; however, the issue persists. Mrs. Williams will bring the concern to Dr. Barrett for review and determination of the appropriate next steps.

- During the discussion of early arrivals, parking tags were also addressed. Mrs. Moser suggested assigning employees designated parking spaces, potentially numbered to correspond with their parking tag numbers. It was noted that each building currently manages the issuance and collection of parking tags differently, and information is not always communicated to the District Office, where the district-wide parking tag roster is maintained. Mrs. Moser recommended transferring responsibility for managing parking tags to the building SPOs. Mrs. Williams indicated that she would also discuss the matter with Dr. Barrett.

Future Meetings

The next monthly meeting is scheduled for November 4, 2026 at 10:00 in the District Office conference room. In the case of inclement weather, the meeting will take place on the next day, or when school resumes.

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Adjournment

Andrea Covey moved to adjourn the meeting, and Brian Seaman seconded the motion at 10:35 a.m.

/s/ Carrie Ann Williams
Carrie Ann Williams
Secretary/Chairperson
Workplace Safety Committee

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