



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 15, 2018

The regular monthly meeting of the Workplace Safety Committee was held on Thursday, February 15, 2018 in the Board room of the District Office.

The meeting was called to order by Jennifer Keating at 9:00 AM.

Susan Romanski took roll call: Nine (9) members were present as follows: Jennifer Keating, Susan Romanski, Warren Brundage, Paul Gregorski, Denise Johnson, Ellen Muller, Alene Olsommer, David Robinson, and Brian Seaman. Brian Landry, and Maria Palko were excused.

Approval of Minutes

A motion was made by Brian Seaman and seconded by Dave Robinson to approve the minutes of the January 25, 2018 meeting. The motion carried with all affirmatives.

Old Business

Discussion was held on old business. Brian Seaman stated that the Server Room at the District Office still has air cooling issues.

Report on Condition of Buildings

Condition of the buildings was discussed. Dave Robinson reported that there are some lights out in the high school parking lot but it will have to wait for weather conditions to improve before they can be replaced. Ellen Muller reported at EverGreen Elementary a light pole is leaning over after someone backed into it and needs to be repaired. She will let Joe Dunda, Director of Building and Grounds know about the pole.

All other buildings were reported ok.

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New Business

Email Reports – The Committee reviewed the email's that were discussed at the last meeting as a follow up.

- Middle School custodians will put a lock on the knife storage in the Middle School Consumer Science room. Alene Olsommer will check to make sure this was completed.
- The former varsity team room in the high school is being used for storage and track items. Paul Gregorski will look into making some room in the gym storage for some of this equipment. There is metal shelving that might work to help with the clutter.
- Brian Seaman is working on an emergency phone line for EverGreen Elementary for use during emergency situations.
- A concern for safety in the Middle School office. Paul Gregorski has taken this matter to the Administration. He will follow up with the Committee at the next meeting as to any recommendations the Administration may have with this concern.

New business:

- Committee Member Maria Palko reported a concern in regards to the High School and Middle School cafeterias not having a phone. This phone would be for emergency use only. Brian Seaman and Dave Robinson will look into the possibility of putting a phone in the two cafeterias.
- A concern over the wet hallways where the students enter the building when there is snow. Dave Robinson will put another carpet down in the 800 hallway to alleviate some of the tracking of snow down the hallways.
- Paul Gregorski reported that the Administration has discussed announcing fire drills to all students and staff for safety reasons. This will start with the next fire drill.
- Discussion was held on all offices in the School District have SRO training on how to respond to an emergency, i.e. Active shooter in the building. Paul Semler will be contacted to set up a time when the SRO's can go to each school and meet with the secretaries in that building.

Injury Reports – Jennifer Keating reported two injuries. The first injury was caused by a student to a staff member. The second injury was from a staff member falling from a ladder. No time was lost from work for either injury.

Yearly Safety Training – The Committee agreed to Thursday, March 22, 2018 at 10:30 AM for the yearly safety training. The webinar will be in the Conference Room at the District Office. The Committee will hold a brief meeting prior to the start of the webinar.

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Adjournment

Warren Brundage made a motion seconded by Susan Romanski to adjourn the meeting of the Workplace Safety Committee at 9:27 AM.

The motion carried with all affirmative.

Susan Romanski, Secretary
Workplace Committee

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