MINUTES
North East School District - Safety Committee Meeting

June 13, 2018

Meeting was called to order at 10:00 AM

Members Present:  Shelley Allen, Steve Fisher, Sara Land, Maureen Rizzo, and Bill Wingerter

Guest(s) Present: Tim Sebolt and Brian Emick

Members Absent: Steve Fisher and Chelsey Ricketts

Approval of Minutes: Shelley Allen motioned and Sara Land seconded approval of the June meeting minutes. Minutes were unanimously approved; motion passed.

Old Business Follow Up:

- **Middle School** – Grate in mulch needs a pylon (M. Smith)
- **Cold Patch** – 50* and above. Pick up/drop off line @ Intermediate (J. Markham)
- **Accident reports** – April

<table>
<thead>
<tr>
<th>Date</th>
<th>Location</th>
<th>Type of Claim</th>
<th>Accident</th>
<th>Resolution</th>
</tr>
</thead>
<tbody>
<tr>
<td>4/5/18</td>
<td>Earle C. Davis</td>
<td>Incident only</td>
<td>A student threw an object at another student. The teacher attempted to put the student in timeout but they resisted. While calling for assistance, the teacher was kicked in the legs.</td>
<td>Handle with care. Monitor student/ staff training needs are met.</td>
</tr>
</tbody>
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New Business:

- **Retirement** – Marybeth Smith
- **Appointment** – Nurse Assistant/other?
- **Accident reports** – May

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<tr>
<td>5/4/18</td>
<td>Davis Primary</td>
<td>Incident only</td>
<td>Details: While restraining a student, the student threw his head back at a personal care aide's chest. He also bit, punched and scratched at them.</td>
<td>Follow up with Spec. Ed. Supervisor to be sure handle with care and proper trainings/resources are available.</td>
</tr>
<tr>
<td>5/4/18</td>
<td>Davis Primary</td>
<td>Incident only</td>
<td>Details: A student spit profusely on an instructional aid while being restrained. Same incident as above.</td>
<td>Follow up with Spec. Ed. Supervisor to be sure handle with care and proper trainings/resources are available.</td>
</tr>
<tr>
<td>5/4/18</td>
<td>Davis Primary</td>
<td>Incident only</td>
<td>Details: An instructional aid was punched several times in the stomach while barricading the core area in which a student was trying to escape.</td>
<td>Follow up with Spec. Ed. Supervisor to be sure handle with care and proper trainings/resources are available.</td>
</tr>
<tr>
<td>5/9/18</td>
<td>Davis Primary</td>
<td>Incident only</td>
<td>Details: An instructional aide was kicked and punched in the legs, head butted, yanked on, and scratched on hands while blocking a student trying to escape.</td>
<td>Follow up with Spec. Ed. Supervisor to be sure handle with care and proper trainings/resources are available.</td>
</tr>
</tbody>
</table>

Next Committee Meeting: July 11, 2018 – Time: 10 am @ The Bean

Adjournment: June 13, 2018 – Time: 11 am
MINUTES
North East School District - Safety Committee Meeting

May 2, 2018

Members Present: Shelley Allen, Robin Hedlund, Sara Land, Chelsey Ricketts, Maureen Rizzo, and Bill Wingerter

Guest(s) Present: Rebecca Kelley

Members Absent: Steve Fisher, Marybeth Smith

Approval of Minutes: Robin Hedlund motioned and Chelsey Ricketts seconded approval of the April 2018 meeting minutes. Minutes were unanimously approved; motion passed.

Old Business Follow Up:

► Division Street Admin Entrance Signage Update: Per Bill Wingerter property owner gave permission to trim branches. Signs are displayed on the fence when turning in from Division Street 😊

► Safety drills
  o Weather drills scheduled for May
  o Earle C. Davis participated in lockdown drill – phone system
  o Intermediate participated in lockdown drill – email
  o Middle School – speakers fixed
  o High School – to take place during summer break/staff only

► Accident reports – March

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<tr>
<td>3/5/18</td>
<td>Davis</td>
<td>Incident</td>
<td>An instructional aide was bit on the finger and punched in the chin by a student.</td>
<td>Recommend further training for aides, application of handle with care procedures, and possibly address with building principal (if student is repeat offender) to ensure needs of staff &amp; student are being met.</td>
</tr>
<tr>
<td>3/12/18</td>
<td>High School</td>
<td>Incident to Medical</td>
<td>A teacher was assisting a student at their desk. As they left, they tripped on the student's messenger bag strap sitting on the floor next to their desk.</td>
<td>Reminder for staff to be aware of surroundings and student mindfulness when carrying bags into classrooms. Bag should have been in locker.</td>
</tr>
<tr>
<td>3/26/18</td>
<td>Off Site (Splash Lagoon)</td>
<td>Medical</td>
<td>An instructional aide was a chaperone for the Intermediate Center Splash Lagoon trip. They were helping a student in the lazy river. Their foot got caught by a jet, causing them to land improperly on it.</td>
<td>Incident occurred outside of the district. Reminder of staff to be mindful of their surroundings and prepared for various walking sur</td>
</tr>
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</table>
MINUTES
North East School District - Safety Committee Meeting

New Business:

- Middle School – Grate in mulch needs a pylon (M. Smith)
- Cold Patch – 50* and above. Pick up/drop off line @ Intermediate (J. Markham)
- Accident reports – April

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<td>Incident only</td>
<td>A student threw an object at another student. The teacher attempted to put the student in timeout but they resisted. While calling for assistance, the teacher was kicked in the legs.</td>
<td>Handle with care. Monitor student/staff training needs are met.</td>
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Next Committee Meeting: June 6, 2018 – Time: 10 am @ The Bean

Adjournment: May 2, 2017 – Time: 4:15 pm
MINUTES
North East School District - Safety Committee Meeting

April 4, 2018

Members Present: Shelley Allen, Steve Fisher, Robin Hedlund, Sara Land, Chelsey Ricketts, Maureen Rizzo, Marybeth Smith and Bill Wingerter

Guest(s) Present: Jeremy Markham

Members Absent:

Approval of Minutes: MaryBeth Smith motioned and Steve Fisher seconded approval of the March 2018 meeting minutes. Minutes were unanimously approved; motion passed.

Old Business Follow Up:

- **District** – Cleaning with new product. Flu & other illness status (attendance <>)
- **Division Street Admin Entrance Signage**: Sign in maintenance office. Pending discussion with property owner regarding tree. Tree could obscure sign visibility. Update: Bill Wingerter spoke with property owner and obtained permission to cut tree branches.
- **Middle School** – Rug needed near music room to prevent wet floors due to winter foot traffic. Done
- **School Safety** – EOP Personnel Updates per building. Ongoing discussions. Doors on buildings need to be locked.
- **Safety Training** – Dr. Ritter is looking into possible CPR. Earle C. Davis attended Stop the Bleed and Ms. Morrow's class on Mental and Children. Check with other schools.
- **Brick Street** – Distribute flyer
- **Accident reports** – February

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<tr>
<td>2/5/18</td>
<td>Transportation</td>
<td>Medical</td>
<td>A car ran through a stop sign and hit the passenger side of one of our buses. There were 2 of our employees involved in the accident. Luckily, neither of them were hurt. They went to the ER to be checked out.</td>
<td>Accident occurred off campus. Recommendation for drivers to continue to practice safe driving and to be aware of other vehicles on the road.</td>
</tr>
<tr>
<td>2/22/18</td>
<td>Davis Primary</td>
<td>Incident</td>
<td>Employee was walking in the hallway with a student who was in a tantrum. The student wrapped their legs around the employee causing them to fall and bruise their leg. They did not anticipate needing medical attention.</td>
<td>Determine if student needs are being met and if employee has been instructed on handle with care during these situations.</td>
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<tr>
<td>2/23/18</td>
<td>Davis Primary</td>
<td>Incident</td>
<td>Employee was hit, scratched at and bitten during de-escalation of a student tantrum. They did not anticipate needing medical attention.</td>
<td>Determine if student needs are being met and if employee has been instructed on handle with care during these situations.</td>
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New Business:

- **Division Street Admin Entrance Signage** Update: Per Bill Wingerter property owner gave permission to trim branches. Status? Pending weather will hang signs

- **Safety drills**
  - Weather drills scheduled for May
  - Earle C. Davis participated in lockdown drill – phone system user error.
  - Intermediate participated in lockdown drill – email, one teacher did not read email instructions
  - Middle School – speakers, fixed issue
  - High School – drill when students are not in school

- **Accident reports – March**

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<td>Determine if students needs are being met and if employee has been properly trained in handle with care procedures.</td>
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<td>Incident to Medical</td>
<td>A teacher was assisting a student at their desk. As they left, they tripped on the student's messenger bag strap sitting on the floor next to their desk.</td>
<td>Be mindful and aware of surroundings.</td>
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<tr>
<td>3/26/18</td>
<td>Off Site (Splash Lagoon)</td>
<td>Medical</td>
<td>An instructional aide was a chaperone for the Intermediate Center Splash Lagoon trip. They were helping a student in the lazy river. Their foot got caught by a jet, causing them to land improperly on it.</td>
<td>Off campus accident. Employees should use extra care when participating in field trips that may require additional dexterity and physical activities.</td>
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**Next Committee Meeting:**
April 4, 2018 – Time: 3:00 PM

**Adjournment:**
March 8, 2018 – Time: 4:15 PM
MINUTES
North East School District - Safety Committee Meeting

March 8, 2018

Members Present: Steve Fisher, Robin Hedlund, Sara Land, Maureen Rizzo, Marybeth Smith and Bill Wingerter

Guest(s) Present: Jeremy Markham

Members Absent: Chelsey Ricketts

Approval of Minutes: Steve Fisher motioned and Robin Hedlund seconded approval of the February 2018 meeting minutes. Minutes were unanimously approved; motion passed.

Old Business Follow Up:

- Workplace ergonomics
- Upcoming .... April – Re-certification

Accident Reports:

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<tr>
<td>1/3/18</td>
<td>First National Bank</td>
<td>Incident only</td>
<td>Employee was making a bank deposit and fell on ice in the walkway.</td>
<td>Provide safe walking (as described in handout). Hold in lock box for deposits when weather is dangerous.</td>
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<tr>
<td>1/5/18</td>
<td>Intermediate Center Pool</td>
<td>Medical</td>
<td>A chlorine line ruptured and leaked in the pool room. Employee was called in to fix the leak. Poor ventilation caused respiratory issues.</td>
<td>Employee was unaware that exhaust fans were not working. This has been fixed and respirators are provided.</td>
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<td>1/23/18</td>
<td>Middle School Cafeteria</td>
<td>Medical</td>
<td>Employee slammed finger in the door when coming in from the dumpster.</td>
<td>Take caution when moving in/out of closing doors. Use slow careful movement and protect extremities.</td>
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<td>1/24/18</td>
<td>Middle School</td>
<td>Incident only</td>
<td>Employee came in early to walk and slipped on ice in the school walkway.</td>
<td>Employees could be made aware of times that district may not be (plowed/shoveled/salted) prepared for the work day.</td>
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<tr>
<td>1/25/18</td>
<td>Davis Primary</td>
<td>Incident only</td>
<td>2 employees were kicked in the shins by a student.</td>
<td>Refer to handle with care. Practice de-escalations techniques.</td>
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New Business:

- District – Cleaning with new product. Flu & other illness status (attendance <>)

MINUTES
North East School District - Safety Committee Meeting

- Division Street Admin Entrance Signage: Sign in maintenance office. Pending discussion with property owner regarding tree. Tree could obscure sign visibility. Update: Bill Wingerter spoke with property owner and obtained permission to cut tree branches.
- Middle School – Rug needed near music room to prevent wet floors due to winter foot traffic. Done
- School Safety – EOP Personnel Updates per building. Ongoing discussions. Doors on buildings need to be locked.
- Safety Training – Dr. Ritter is looking into possible CPR. Earle C. Davis attended Stop the Bleed and Ms. Morrow's class on Mental and Children. Check with other schools.
- Brick Street – Distribute flyer
- Accident reports

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Next Committee Meeting: April 4, 2018 – Time: 3:00 PM
Adjournment: March 8, 2017 – Time: 4:15 PM
MINUTES
North East School District - Safety Committee Meeting
February 7, 2018

Members Present: Steve Fisher, Robin Hedlund, Sara Land, Chelsey Ricketts, Maureen Rizzo, Marybeth Smith and Bill Wingerter

Guest(s) Present: Tim Sebolt

Members Absent: Steve Fisher

Approval of Minutes: Shelley Allen motioned and Steve Fisher seconded approval of the January 2018 meeting minutes. Minutes were unanimously approved; motion passed.

Old Business Follow Up:

Old Business Follow Up:

- Annual Training – December 6th 3 pm – DONE
  - [http://www.dli.pa.gov/Businesses/Compensation/WC/safety/paths/calendar/Pages/Annual-Workplace-Safety-Committee-Training.aspx](http://www.dli.pa.gov/Businesses/Compensation/WC/safety/paths/calendar/Pages/Annual-Workplace-Safety-Committee-Training.aspx)
- Division Street - Admin Entrance Signage – SLOW DOWN/Ped. Crossing – Requested via School Dude – School Zone sign ordered per Mr. Wingerter 3-5 weeks delivery time.
- Barracuda Locks for classroom doors – NESD does not use these. SRO/Deputy Markam to attend webinar training. Will follow-up with new/updated resources.
- Elementary Center Drop off/pick up – Social media commentary & line cutters. Administration has been present, lines getting better and reinforcements are helping.
- Weather conditions – Falling snow/iceles from overhangs

Accident Reports:

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<tbody>
<tr>
<td>12/2/17</td>
<td>Intermediate Center Pool</td>
<td>Medical only</td>
<td>Employee was fixing a broken lane line. Granules of rusty water splashed in eyes</td>
<td>Staff should request maintenance work order to ensure trained staff are completing such tasks.</td>
</tr>
<tr>
<td>12/21/17</td>
<td>Davis Primary</td>
<td>Medical only</td>
<td>Employee experienced back strain while moving a portable stage. This combined with snow shoveling further developed muscle pain.</td>
<td>Individuals with current back aggravations should not participate in strenuous moving of equipment. Remind staff of proper lifting/moving protocol.</td>
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New Business:

- UPDATES: Division Street - Admin Entrance Signage – SLOW DOWN/Ped. Crossing – Requested via School Dude – School Zone sign ordered per Mr. Wingerter 3-5-week delivery time.
- SRO/Deputy Markam to attend webinar training. Will follow-up with new/updated resources.
- Workplace ergonomics - [https://www.brickstreet.com/General/Flyers/Ergonomic%20Workspace.pdf](https://www.brickstreet.com/General/Flyers/Ergonomic%20Workspace.pdf)
- Upcoming. .... April – Re-certification
Continued ....

**New Business:**
- **Accident Reports:**

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<td>Employees could be made aware of times that district may not be (plowed/shoveled/salted) prepared for the work day.</td>
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<td>1/25/18</td>
<td>(2 separate claims)</td>
<td>Incident only</td>
<td>2 employees were kicked in the shins by a student.</td>
<td>Refer to handle with care. Practice de-escalations techniques.</td>
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**Next Committee Meeting:** March 7, 2018 – Time: 3:00 PM  
**Adjournment:** February 7, 2017 – Time: 4:00 PM
MINUTES
North East School District - Safety Committee Meeting

January 10, 2018

Members Present:  Steve Fisher, Robin Hedlund, Sara Land, Chelsey Ricketts, Maureen Rizzo and Bill Wingerter

Guest(s) Present:  MaryBeth Smith

Members Absent:  N/A

Approval of Minutes:  Shelley Allen motioned and Steve Fisher seconded approval of the December 2017 meeting minutes. Minutes were unanimously approved; motion passed.

Old Business Follow Up:

Old Business Follow Up:

- Annual Training – December 6th 3 pm
- Intergovernmental Meeting – Any thoughts/suggestions?
- Division Street - Admin Entrance Signage – SLOW DOWN/Ped. Crossing
- Accident Reports:

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<tr>
<td>11/03/2017</td>
<td>Instructional Special Education</td>
<td>Incident only</td>
<td>While attempting to de-escalate a tantrum, the child struck the teacher in the face and kicked her in the leg.</td>
<td>Further inspect training of employee and proper de-escalation instruction. Provide additional training regarding how to prevent altercations.</td>
</tr>
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New Business:

- Annual Training – December 6th 3 pm – DONE
- Division Street - Admin Entrance Signage – SLOW DOWN/Ped. Crossing – Requested via School Dude
- Barracuda Locks for classroom doors
- Elementary Center Drop off/pick up – Social media commentary & line cutters
- Earle C. Davis programing – will have adjusted times for holiday programs to alleviate some congestion in building and in parking area.
- Weather conditions – Falling snow/icicles from overhangs
- Accident Reports:

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<td>Intermediate Center Pool</td>
<td>Medical only</td>
<td>Employee was fixing a broken lane line. Granules of rusty water splashed in eyes</td>
<td>Job requires trained staff attention. Non-trained staff should request assistance.</td>
</tr>
<tr>
<td>12/21/17</td>
<td>Davis Primary</td>
<td>Medical only</td>
<td>Employee experienced back strain while moving a portable stage. This combined with snow shoveling further developed muscle pain.</td>
<td>Follow proper lifting procedures. Employees with pre-existing conditions should not aggravate injuries by lifting heavy objects.</td>
</tr>
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Next Committee Meeting:  February 7, 2018 – Time:  3:00 PM
Adjournment:  January 10, 2017 – Time:  4:10 PM
MINUTES
North East School District - Safety Committee Meeting

December 6, 2017

Members Present: Steve Fisher, Robin Hedlund, Chelsey Ricketts, Maureen Rizzo, MaryBeth Smith and Bill Wingerter

Guest(s) Present: Shelley Allen

Members Absent: N/A

Approval of Minutes: Mary Beth Smith motioned and Steve Fisher seconded approval of the November 2017 meeting minutes. Minutes were unanimously approved; motion passed.

Old Business Follow Up:
- Annual Training Discussion
- Building Inspections – Forms emailed.
  - Elementary Center – Robin & Bill
  - Middle School – Shelley/Maureen
  - High School – Shelley/Maureen
  - Maintenance/Transportation – Mary Beth/Chelsey
- Include Early Connections on Staff Response Guidelines; other groups?

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<tbody>
<tr>
<td>9/14/17</td>
<td>Transportation</td>
<td>Medical</td>
<td>Employee's bus was backed into while driving, causing shoulder strain</td>
<td>Car backed out of driveway into the bus. Accident.</td>
</tr>
<tr>
<td>9/21/17</td>
<td>Sp Ed Aides</td>
<td>Incident</td>
<td>Employee's face was bruised when child jumped off of table onto employee during a behavioral incident</td>
<td>Special needs student. Unforeseen incident; prevent children from climbing onto tables/structures.</td>
</tr>
<tr>
<td>9/27/17</td>
<td>Instructional</td>
<td>Medical</td>
<td>Employee was struck by a car when walking across parking lot - Back and neck pain; possible concussion; Driver of vehicle claims sun blindness; Police report filed.</td>
<td>Recommend a yield or some type of signage to caution drivers of pedestrian crossing.</td>
</tr>
</tbody>
</table>
New Business:
- Annual Training – December 6th 3 pm (next meeting)
- BrickStreet Insurance
  - Safety & Loss Charts – NESD (see handout)
  - Online Videos and Downloadable Course Materials (see handout)

Building Reports:
- Elementary Center (Bill & Robin) –
  - (#52) First aid kit in kitchen
  - (#65, 67) Glass doors & windows not covered by steel bars/mesh
  - (#74) Equipment Carts not locked together or
  - Notes:
    - Comm. Room – No access to service panels
    - 4th Grade Core – Desks in front of fire extinguishers
    - 3rd Grade Core – Custodian closet – no access to panel
    - 2nd Grade Core - Desks blocking fire extinguishers
    - Admin Office – Ladder not secure
- NE Middle School (Maureen & Shelley)
- NE High School (Maureen & Shelley)
  - Tech Ed. – Spray Paints & stain left out
  - Outdoor Entrance – Manhole in sidewalk
  - Shower curtains in girls’ restrooms
  - Lighting & Storage use in side hallways of auditorium
  - Cardio room – exercise bike in doorway
  - No emergency light in restrooms
  - Soda/pop machine on during school day
- NE Bus Garage & Maintenance Building (MaryBeth & Sara)
  - Interiors are not illuminated at night or access points
  - Intrusion systems
  - AED request in bus garage & accessible to fields and games (field house?)

Accident Reports: N/A

Next Committee Meeting: December 6, 2017 – Time: 3:00 PM
Adjournment: November 1, 2017 – Time: 4:00 PM
MINUTES
North East School District - Safety Committee Meeting

October 4, 2017

Members Present: Shelley Allen, Steve Fisher, Robin Hedlund, Sara Land, Maureen Rizzo, and MaryBeth Smith

Guest(s) Present: N/A

Members Absent: Bill Wingerter

Approval of Minutes: Sara Land motioned and Steve seconded approval of the September meeting minutes. Minutes were unanimously approved; motion passed.

Old Business Follow Up:

► Building back to school ready – Borough/Township Projects and Church events on first day of school
► Middle School Sink Hole – above grate in mulch. An orange cone has been placed near the depression in ground.
► Building Incident Reports:

<table>
<thead>
<tr>
<th>Date</th>
<th>Dept.</th>
<th>Type</th>
<th>Details</th>
<th>Resolution</th>
</tr>
</thead>
<tbody>
<tr>
<td>8/28/17</td>
<td>Instructional</td>
<td>Medical</td>
<td>Teacher was stepping forward when foot became lodged between two desks. Bone bruise</td>
<td>Practice mindfulness of proper footwear (flip flops are not ideal) and of movements when stepping forward/backward/side-to-side.</td>
</tr>
</tbody>
</table>

New Business:

► Steve Fisher
► Annual Training
► Building Inspections
  o Elementary Center – Robin & Bill
  o Middle School – Shelley/Maureen
  o High School – Shelley/Maureen
  o Maintenance/Transportation – Sara/MaryBeth
► Include Early Connections on Staff Response Guidelines; other groups?
### Accident Reports:

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</tr>
</thead>
<tbody>
<tr>
<td>9/14/17</td>
<td>Transportation</td>
<td>Medical</td>
<td>Employee’s bus was backed into while driving, causing shoulder strain</td>
<td>Vehicle backed out of driveway colliding with the school bus. Unforeseen incident.</td>
</tr>
<tr>
<td>9/21/17</td>
<td>Sp Ed Aides</td>
<td>Incident</td>
<td>Employee’s face was bruised when child jumped off of table onto employee during a behavioral incident</td>
<td>Special needs student, however incident was unforeseen.</td>
</tr>
<tr>
<td>9/27/17</td>
<td>Instructional</td>
<td>Medical</td>
<td>Employee was struck by a car when walking across parking lot - Back and neck pain; possible concussion; Driver of vehicle claims sun blindness; Police report filed.</td>
<td>Requesting signage: Yield or Cross Walk</td>
</tr>
</tbody>
</table>

**Next Committee Meeting:** November 1, 2017 – Time: 3:00 PM  
**Adjournment:** October 4, 2017 – Time: 4:14 PM