

NORTH EAST SCHOOL DISTRICT 2023-2024 SAFETY COMMITTEE MEETINGS

- Wed., July 12, 2023 – 10:00 a.m.
- Wed., January 10, 2024 – 3:00 p.m.
- Wed., August 2, 2023 – 10:00 a.m.
- Wed., February 7, 2024 – 3:00 p.m.
- Wed., September 6, 2023 – 3:00 p.m.
- Wed., March 6, 2024 – 3:00 p.m.
- Wed., October 4, 2023 – 3:00 p.m.
- Wed., April 10, 2024 – 3:00 p.m.
- Wed., November 1, 2023 – 3:00 p.m.
- Wed., May 8, 2024 – 3:00 p.m.
- Wed., December 6, 2023 – 3:00 p.m.
- Wed., June 12, 2024 – 10:00 a.m.

Month	M	T	W	T	F	Days T/S	Month	M	T	W	T	F	Days T/S
July	3	4	5	6	7		January	1	2	3	4	5	
2023	10	11	12	13	14		2024	8	9	10	11	12	
	17	18	19	20	21			15	16	17	18	19	
	24	25	26	27	28			22	23	24	25	26	
	31							29	30	31			22/21
August		1	2	3	4		February				1	2	
2023	7	8	9	10	11		2024	5	6	7	8	9	
	14	15	16	17	18			12	13	14	15	16	
	21	22	23	24	25			19	20	21	22	23	
	28	29	30	31		8/3		26	27	28	29		20/19
September					1		March					1	
2023	4	5	6	7	8		2024	4	5	6	7	8	
	11	12	13	14	15			11	12	13	14	15	
	18	19	20	21	22			18	19	20	21	22	
	25	26	27	28	29	20/20		25	26	27	28	29	19/19
October	2	3	4	5	6		April	1	2	3	4	5	
2023	9	10	11	12	13		2024	8	9	10	11	12	
	16	17	18	19	20			15	16	17	18	19	
	23	24	25	26	27			22	23	24	25	26	
	30	31				22/21		29	30				17/17
November			1	2	3		May			1	2	3	
2023	6	7	8	9	10		2024	6	7	8	9	10	
	13	14	15	16	17			13	14	15	16	17	22/22
	20	21	22	23	24			20	21	22	23	24	
	27	28	29	30		18/18		27	28	29	30	31	1 - Graduation
December					1		June	3	4	5	6	7	
2023	4	5	6	7	8		2024	10	11	12	13	14	
	11	12	13	14	15			17	18	19	20	21	
	18	19	20	21	22			24	25	26	27	28	4/4
	25	26	27	28	29	16/16							
													Students 180 / Teachers 188

 - No School for Students
 - Vacation Days
 - Half Day Dismissals / Act 80
 T/S = Teacher Days/Student Days
 Black – In-Service / Blue – Work Day

North East School District - Safety Committee

MINUTES of July 12, 2023

Members Present: Shelley Allen, Luann Boltz, Randy Fedei, Steve Fisher, Chelsey Ricketts, Bill Wingerter
Guests Present: None
Members Absent: Mindi Fisher, Robin Hedlund (retired)
Approval of Minutes: Steve Fisher motioned and Randy Fedei seconded approval of the June 2023 minutes. Minutes were unanimously approved; motion passed.

Old Business Follow Up:

- **May Accident Reports:** See June 2023 Minutes for RESOLUTIONS. Steve informed the committee that he did follow to confirm that there was no issue with the stepstool being used in conjunction with the incident at the high school on May 25th. Equipment was in good shape; the teacher just leaned over the top of the stool too far. (User error.)
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New Business:

- Discussion of new incidents as follows:

Incident Date	Location	Loss Type	Details	Resolution
6/2/2023	Intermediate	Medical	A teacher was outdoors conducting outdoor field day activities for her class. She was playing a game, hopping through hula hoops, when she felt a sharp pain in the right side of her lower back. She saw stars and passed out. She did not hit her head when she fell.	Follow up did not result in any resolution. Adults need to realize activity limits.
6/23/2023	Intermediate	Incident	A custodian was stacking desks on top of one another in the 3 rd grade core area. One of the desks slipped and smashed the top of her left thumbnail.	Supervisor followed up and suggested getting assistance with lifting heavy items.

Next Committee Meeting: August 2, 2023 – Time: 10:00 a.m.; location TBD

This Committee Meeting: July 12, 2023 – one-hour meeting

North East School District - Safety Committee

MINUTES of August 2, 2023

Members Present: Shelley Allen, Luann Boltz, Randy Fedei, Chelsey Ricketts, Bill Wingerter
Guests Present: Denise Pyle
Members Absent: Mindi Fisher, Steve Fisher
Approval of Minutes: Randy Fedei motioned and Luann Boltz seconded approval of the July 2023 minutes. Minutes were unanimously approved; motion passed.

Old Business Follow Up:

- **June Accident Reports:** See July 2023 Minutes for resolutions.
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New Business:

- There were no workers compensation incidents for committee discussion.
- Annual training will be scheduled for October.

Next Committee Meeting: September 13, 2023 – Time: 3:00 p.m.

This Committee Meeting: August 2, 2023 – one-hour meeting

North East School District - Safety Committee

MINUTES of September 13, 2023

Members Present: Shelley Allen, Luann Boltz, Randy Fedei, Chelsey Ricketts, Bill Wingerter
Guests Present: Denise Pyle
Members Absent: Mindi Fisher, Steve Fisher
Approval of Minutes: Luann Boltz motioned and Randy Fedei seconded approval of the August 2023 minutes. Minutes were unanimously approved; motion passed.

Old Business Follow Up:

- **July Accident Reports:** See August 2023 Minutes for resolutions.

New Business:

- Discussion of new incident(s) as follows:

Incident Date	Location	Loss Type	Details	Resolution
8/30/23	Davis Primary	Incident	Autistic students were in cube seats listening to a story. One student began screaming, causing another student to panic. The student threw his head backward into an aide's right eye. She had been sitting on the floor behind him. Her eye turned black and blue from the head butt.	Special Education - No Resolution / no way to anticipate erratic behaviors

- Annual building inspection forms were distributed:
 - Elementary Center – Steve Fisher & Randy Fedei
 - Middle School – Denise Pyle & Chelsey Ricketts
 - High School – Shelley Allen & Luann Boltz
 - Bus/Maintenance Garage – Mindi Fisher & Bill Wingerter
- Annual committee training is scheduled for the next meeting: Thursday, October 12th at 3:00 p.m. Discussion took place regarding the need for a representative from the special education department for this committee.

Next Committee Meeting: October 12, 2023 – Time: 3:00 p.m.

This Committee Meeting: September 13, 2023 – one-hour meeting

North East School District - Safety Committee

MINUTES of October 12, 2023

- Members Present:** Shelley Allen, Luann Boltz, Mindi Fisher, Steve Fisher, Denise Pyle, Chelsey Ricketts, Bill Wingerter
- Guests Present:** Joel Stivason
- Members Absent:** Randy Fedei
- Approval of Minutes:** Luann Boltz motioned and Steve Fisher seconded approval of the September 2023 minutes. Minutes were unanimously approved; motion passed.
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Old Business Follow Up:

- **August Accident Reports:** See September 2023 Minutes for resolutions.
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New Business:

- Joel Stivason from Encova was present and provided annual safety committee training during this meeting.

Next Committee Meeting: November 1, 2023 – Time: 3:00 p.m.

- The committee expects to review a number of accident reports at the November meeting which were not correctly reported to the business office at the time that they occurred in September. Special Education Supervisor Brianne Hodges has been invited to this meeting to provide insight on special ed related claims.
- Also in November the committee will begin to review this year's annual building inspection reports.

This Committee Meeting: October 12, 2023 – one-hour meeting

North East School District - Safety Committee

MINUTES of November 8, 2023

Members Present: Shelley Allen, Luann Boltz, Randy Fedei, Steve Fisher, Denise Pyle, Chelsey Ricketts, Bill Wingerter
Guests Present: Business Manager Jeff Fox
Members Absent: Mindi Fisher
Approval of Minutes: Luann Boltz motioned and Steve Fisher seconded approval of the October 2023 minutes. Minutes were unanimously approved; motion passed.

Old Business Follow Up:

- **Annual training** was completed in person for all members with the exception of Randy Fedei at the October meeting. Randy has provided an online training certificate which was completed on October 18th.
- **Reporting Procedures for WC Incidents** were reviewed at this meeting because most September incident reports were not received in the business office at the time that they occurred. Shelley agreed to send out a district email reminding everyone of reporting procedures. Bill will stop at the middle school to discuss reporting procedures with the office staff since the recent incidents not reported in a timely manner were from that building.

New Business:

- New incident reports were received as follows:

Incident Date	Location	Loss Type	Details	Resolution
8/30/23	Middle School	Incident	An aide was hit in the chin/jaw area when an autistic student jumped up into him. He suffered a chipped tooth.	Chelsey will follow up with Encova re: dental coverage
9/1/23	Middle School	Incident	A teacher was blocking an autistic student from throwing items at peers. The student karate chopped her upper arm.	Special Education – No Resolution
9/5/23	Middle School	Incident	An autistic student was upset and throwing chairs. A teacher blocked him and they both fell. The teacher strained her right knee; it was bruised and cut.	Special Education – No Resolution
9/5/23	Middle School	Incident	An aide was assisting the autistic support teacher in getting a student to safety. The student bent back the aide's left thumb.	Special Education – No Resolution
9/7/23	Intermediate	Incident	An aide was using an Ukeru pad to deter a student who was punching, kicking and slapping the aide. The student punched over the pad, hitting the aide in the right ear, jaw, and upper neck area. Her ear was red and ringing, and jaw hurt when she chewed.	Special Education – No Resolution
9/11/23	Middle School	Incident	A teacher was using an Ukeru pad to keep a student safe. The teacher's arm was pushed against a door frame, resulting in bruising.	Special Education – No Resolution

9/13/23	Intermediate	Incident	An autistic student refused instruction and dropped to the floor. He kicked an aide in the left knee multiple times, bruising it.	Special Education – No Resolution
9/13/23	Middle School	Incident	A teacher was attempting to keep an autistic student safe using proper procedures. The student pushed past and ran through her. The teacher pulled a muscle in her middle back.	Special Education – No Resolution
9/18/23	Middle School	Incident	An aide was punched in the face by an autistic student.	Special Education – No Resolution
9/20/23	Middle School	Incident	A teacher was protecting other students from their peers in the autistic room. An autistic student dropped and pulled the teacher, injuring her back. Same area as the week prior.	Special Education – No Resolution
9/21/23	Davis Primary	Medical	An aide was assisting kindergarten class to line up during a fire drill. She went to turn around and a student was right beside her. The aide caught herself and twisted her knee in the process of trying to avoid falling on the student. It was painful walking and putting weight on it.	Awareness of surroundings
9/22/23	Intermediate	Medical	A special needs student tried to elope from the classroom. As an aide prevented her from escaping, the student punched and kicked him in the left leg and knee.	Special Education – No Resolution
9/22/23	Intermediate	Medical	An emotional support student was acting out in the entrance to the 3 rd grade core area. Two aides were standing in front of the student to ensure she wouldn't run. The student was lying on the ground and kicked an aide in the left kneecap.	Special Education – No Resolution
9/26/23	Middle School	Incident	A staff member was assisting the autistic support teacher with a student in the safe space/room. The student was in that space due to disruptive and unsafe behavior. The staff member was at the doorway of the safe room. The student tried to escape and bit the staff member in the left forearm. He left a bite mark and broke the skin.	Special Education – No Resolution
9/26/23	Middle School	Incident	A teacher was attempting to keep an autistic student safe. The student eloped from the classroom. As she started running after the student, the teacher felt a pull and pain in her upper left thigh.	Special Education – No Resolution

- There were no incidents reported for the month of October. As the special education supervisor was unable to attend today's meeting, brief discussion took place regarding training for aides assigned to special education classrooms, timing for this training and the turnover of staff in these classrooms. Chelsey will scan the incident reports involving special education classrooms to supervisor Brienne Hodges for her awareness.

Next Committee Meeting: December 6, 2023 – Time: 3:00 p.m.

This Committee Meeting: November 8, 2023 – one-hour meeting

North East School District - Safety Committee

MINUTES of December 13, 2023

- Members Present:** Shelley Allen, Luann Boltz, Randy Fedei, Mindi Fisher, Steve Fisher, Denise Pyle, Chelsey Ricketts, Bill Wingerter
- Guests Present:** None
- Members Absent:** None
- Approval of Minutes:** Luann Boltz motioned and Denise Pyle seconded approval of the November 2023 minutes. Minutes were unanimously approved; motion passed.

Old Business Follow Up:

- **September and October Accident reports:** See November 2023 Minutes for resolutions.
- **Reporting Procedures follow up:** We still need to send out a district wide reminder of proper incident reporting procedures. It was agreed that at this point in the year and with no ice outdoors right now, we will just wait and send something out when we all return from the holiday break.

New Business:

- New incident reports were received as follows:

Incident Date	Location	Loss Type	Details	Resolution
11/1/23	Intermediate	Incident	A teacher was swinging in arms and hit her right hand on a nearby solid plastic cart handle. Her arm was bruised and swollen.	Awareness of surroundings
11/21/23	Intermediate	Incident	A custodian was changing film in the laminator machine. She reported that the temperature of the laminator was higher than normal. She burned her right forearm.	Employee has been spoken to regarding letting the machine cool down before attempting to change laminator film.

- There were no incidents reported for the month of October. As the special education supervisor was unable to attend today's meeting, brief discussion took place regarding training for aides assigned to special education classrooms, timing for this training and the turnover of staff in these classrooms. Chelsey will scan the incident reports involving special education classrooms to supervisor Brienne Hodges for her awareness.

Next Committee Meeting: January 10, 2024 – Time: 3:00 p.m.

This Committee Meeting: December 13, 2023 – one-hour meeting

North East School District - Safety Committee

MINUTES of January 10, 2024

Members Present: Shelley Allen, Luann Boltz, Randy Fedei, Mindi Fisher, Steve Fisher, Chelsey Ricketts, Bill Wingerter

Guests Present: None

Members Absent: Denise Pyle

Approval of Minutes: Steve Fisher motioned and Chelsey Ricketts seconded approval of the December 2023 minutes. Minutes were unanimously approved; motion passed.

Old Business Follow Up:

- **November Accident reports:** See December 2023 Minutes for resolutions.
 - **Reporting Procedures follow up:** A district-wide email was sent out on January 4, 2024, as a reminder of proper incident reporting procedures. New winter weather cautionary flyers were posted in all buildings.
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New Business:

- There were no incidents or injury reports to review from the month of December 2023.
- A discussion took place regarding walking areas of campus which are not salted, in particular the sidewalk on the far end of the middle school parking lot and also the area near the Intermediate Elementary pool entrance where students are escorted to meet car pickups.

Next Committee Meeting: February 7, 2024 – Time: 3:00 p.m.

This Committee Meeting: January 10, 2024 – one-hour meeting

North East School District - Safety Committee

MINUTES of February 7, 2024

Members Present: Shelley Allen, Luann Boltz, Randy Fedei, Denise Pyle, Chelsey Ricketts, Bill Wingerter
Guests Present: None
Members Absent: Mindi Fisher, Steve Fisher
Approval of Minutes: Luann Boltz motioned and Chelsey Ricketts seconded approval of the January 2024 minutes. Minutes were unanimously approved; motion passed.

Old Business Follow Up:

- **December Accident reports:** See January 2024 Minutes for resolutions. (None)

New Business:

- New incident reports were received as follows:

Incident Date	Location	Loss Type	Details	Resolution
1/11/24	Intermediate	Incident	Third grade students were asked to clean up following an activity in the gym. One student became upset, screaming & running to the door. The teacher blocked the doorway to protect students in the hallway. The upset student kicked the gym door, also kicking the teacher's left ring finger in the process, and ran to the Emotional Support classroom. The teacher also hurt their left glute muscle during this incident.	Emotional Support student / No resolution
1/22/24	Intermediate	Medical	A teacher was going down the hallway using a medical scooter when the school therapy dogs came out of a classroom and up behind him. The dogs were barking aggressively so he stopped to diffuse the situation. He started & stopped multiple times. The dogs' owner came out of the classroom at the dog's 1 st or 2 nd aggressive move. One of the dogs ran up to the teacher and bit him on the left side of his left knee. There were bite marks and broken skin.	Dogs already go through training and the owner was there immediately. District has all animal vaccinations on file. Discussion took place regarding any additional training needed for the dogs or additional safety procedures needed.

- The committee discussed the possible need for an internal committee evaluation form proposed to be used to follow up on safety concerns brought to members of the committee by district staff. Mr. Wingerter was opposed to this idea, stating that the School Dude system already in place for this purpose and that all concerns are responded to.

Next Committee Meeting: March 6, 2024 – Time: 3:00 p.m.

This Committee Meeting: February 7, 2024 – one-hour meeting

North East School District - Safety Committee

MINUTES of March 6, 2024

Members Present: Shelley Allen, Luann Boltz, Denise Pyle, Chelsey Ricketts, Bill Wingerter
Guests Present: None
Members Absent: Randy Fedei, Mindi Fisher, Steve Fisher
Approval of Minutes: Luann Boltz motioned and Chelsey Ricketts seconded approval of the February 2024 minutes. Minutes were unanimously approved; motion passed.

Old Business Follow Up:

- **January Accident reports:** See February 2024 Minutes for resolutions.

New Business:

- New incident reports were received as follows:

Incident Date	Location	Loss Type	Details	Resolution
2/2/24	Davis Primary	Incident	An aide was walking down the hall outside the gym. She caught her toe on the edge of a rug just outside the gym doors, tripped and fell. The rug was lying in a normal flat position. The aide bruised both knees and wrists/palms of her hands	Rug was checked and was lying flat. Aide needs to pick up her feet and pay attention to her surroundings.
2/15/24	High School	Incident	A custodian was unplugging the trophy case next to the gym. She pulled on the cord instead of properly grasping the plug, and was zapped by the end of the cord which was frayed. She burned her right thumb and pointer finger.	Cord has since been repaired. Custodian has been spoken to regarding proper procedure for unplugging cords.
2/20/24	Middle School Kitchen	Incident	A cook's helper was cutting tomatoes for the salad bar, using a new knife. She cut her left thumb. Note: This incident was not reported until 2/28 along with the following incident.	In both of these incidents, employees were not wearing proper safety gloves as they have been instructed to do.
2/27/24	Middle School Kitchen	Medical	A cook's helper was cutting rolls, using a new knife. She cut her left pinky finger.	Proper procedures for reporting and for kitchen safety have been reviewed with food service staff.

Next Committee Meeting: April 10, 2024 – Time: 3:00 p.m.

This Committee Meeting: March 6, 2024 – one-hour meeting

North East School District - Safety Committee

MINUTES of April 10, 2024

Members Present: Shelley Allen, Luann Boltz, Randy Fedei, Mindi Fisher, Steve Fisher, Denise Pyle, Chelsey Ricketts, Bill Wingerter

Guests Present: None

Members Absent: None

Approval of Minutes: Luann Boltz motioned and Chelsey Ricketts seconded approval of the March 2024 minutes. Minutes were unanimously approved; motion passed.

Old Business Follow Up:

- **February Accident reports:** See March 2024 Minutes for resolutions.

New Business:

- New incident reports were received as follows:

Incident Date	Location	Loss Type	Details	Resolution
3/8/24	Elementary Kitchen	Incident	The elementary cafeteria received a different ice cream freeze from the Hershey Co. Since it does not have a lock, a cook's helper must wheel it back & forth from the dining area to the kitchen. The freezer has faulty wheels which make it difficult to push. Employee strained her mid to lower back and chest while attempting to move this freezer.	Hershey has replaced this freezer. Purchase a lock and leave the new freezer in place.
3/22/24	High School outdoors	Medical	An aide was entering the high school via the gym doors entrance. As she approached the entrance, she stepped into a hole in the concrete walkway leading up to the gym doors. She fell, twisting / spraining her left ankle. She also sustained bruising & abrasions on her left hand and both knees.	Maintenance had previously been unaware of this hole. It was patched the day after this incident occurred.

Next Committee Meeting: Rescheduled to May 8, 2024 – Time: 3:00 p.m.

This Committee Meeting: April 10, 2024 – one-hour meeting