

**Workplace Safety Committee Meeting Minutes**  
**November 1, 2021**

- Attendance: Kathy VanSchaick, Business Manager, Alyson Yerrick, Administrative Assistant, Jeremy Freeman, Supervisor of Buildings & Grounds, Rachel Bullock, Teacher, and Michelle Bloom, Custodian.

- Call to Order

The monthly meeting of the Northern Tioga School District Workplace Safety Committee was called to order by Kathy VanSchaick at 8:05 am at Westfield Area Elementary School.

- Approval of Minutes

The minutes from the October 4, 2021 Workplace Safety Committee Meeting were approved with no changes.

- Old Business

- Discussion Topics

Review of Northern Tioga Claims – There were no claims received during the month of October.

Committee members conducted a walk-through of Westfield Area Elementary School and Cowanesque Valley High School. Alyson will forward the results to committee members and the building principals. In addition to the items on the inspection checklists, committee members took note of whether the items cited on the insurance walk-through have been completed. Several items have been fixed including the puzzle board at Westfield Area Elementary, the gap on the grinder wheel in the metal shop at Cowanesque Valley and the custodial closet issues at both schools. Maintenance is working to repair the remaining items. Parts have been ordered where needed.

- Tentative Walk-Through Schedules

November 2021 – CVHS/WAES  
February 2022 – Wood/Admin  
May 2022 – RBW/WHS

- Next Meeting

The next meeting of the Workplace Safety Committee has been scheduled for December 6, 2021 at 3:15 pm in the Superintendent's Office.

- Adjournment

The meeting adjourned at 9:13 am.