

## **Workplace Safety Committee Meeting Minutes November 10, 2022**

- Attendance: Kelly Sherman, Administrative Assistant, Michelle Bloom, Custodian, and Kathy VanSchaick, Business Manager. Absent: Rachel Bullock. The interim Buildings and Grounds Supervisor was unable to attend today's meeting.

- Call to Order

The monthly meeting of the Northern Tioga School District Workplace Safety Committee was called to order by Kathy VanSchaick at 8:01 AM in the Business Office

- Approval of Minutes

The minutes from the October 14, 2022 Workplace Safety Committee Meeting were approved with no changes.

- Old Business

The Supervisor of Buildings & Grounds position has been advertised. It was decided to reschedule the Westfield Area Elementary School and Cowanesque Valley High School Walk Through to May, 2023 in the hopes the new Supervisor of Buildings & Grounds can attend.

- Discussion Topics

- Northern Tioga Claims: Reviewed the claim of a teacher whose right knee buckled while running after a student on October 25, 2022. There were zero days off work reported, and this will continue to be monitored.
- Kelly to look into scheduling annual training for March 2023 and will let Todd Terpstra, IT Coordinator, know as well. Training will tentatively be scheduled to be held during the March, 2023 Safety Committee Meeting.
- Risk Manager – Winter 2022 Issue was reviewed. Kelly to send to Building Principals and Secretaries to post in faculty rooms.

- Tentative Walk-Through Schedule:

- February 20, 2023: CW and Admin. Building; starting at 8:00 AM in the Admin. Building Office.
- April 28, 2023: WHS and RBW; starting at 8:00 AM in the RBW office.
- May, 2023 (date TBD): WAES and CVHS

- Next Meeting

The next meeting of the Workplace Safety Committee has been scheduled for December 5, 2022 at 3:15 PM at the Business Office.

- Adjournment

The meeting adjourned at 8:05 AM.