



PLEASANT VALLEY SCHOOL DISTRICT

District Administration Office
2233 Route 115, Suite 100
Brodheadsville, Pennsylvania 18322
Telephone: (570) 402-1000 / Fax: (570) 992-7275
www.pvbears.org



CAROLE M. GEARY

Superintendent of Schools

KENNETH NEWMAN

Assistant to the Superintendent

CHRISTOPHER J. FISHER

Assistant to the Superintendent

SUSAN H. FAMULARO

Business Manager

**Minutes
Workplace Safety Committee
Safety is No Accident
Thursday, December 5, 2013
8:30 AM
PVE Lobby Conference Room**

Attending: **Bev Hofford** **Shannon Mackes** **Chris Fisher** **Ken Newman**
 Rodney Green **Marie D’Amato** **Bonnie Grammes**

Visitor: **Josh Krebs, PVE Principal**
 Roger Pomposello, Asst. Principal
 Howard Scott, Custodial Director
 Crystal Reph, PVE Head Custodian

- A. Meeting called to order at 8:31 am.
- B. November meeting minutes approved by motion from Marie D’Amato and seconded by Ken Newman; motion carried.
- C. Old Business
 - 1. De-escalation training for secretaries/front desk personnel
 - a. Set for February 17, 2014.
 - b. Two ½ day sessions.
 - c. Brief overview of topics to be covered.
 - d. Trainer – SkillPath
 - e. Invitation to Northern IU school district to attend.
 - f. Invite Southern IU Districts at a later date.
 - 2. In-house Emergency Calls
 - a. Will be discussed with principals at December 10th Administrative Council meeting
 - o Can’t see on phone that call is an emergency.
 - o Which phones ring? All?
 - o Ringing at the right desk?
 - o Want nurse’s phone to ring?
 - o Want office to get call and go and tell nurse?
 - o Have to use long distance code?

WSC Meeting Minutes

12/5/13

- Done the same way in every building?
- Follow up with Elke Reeves and technology department.
- b. Limited changes available because district phone system wasn't set up as emergency system.

D. New Business

1. Safety walk through at PVE.
 - a. All problem areas from last safety walk through have been addressed and cleared up.
 - b. One concern.
 - Chair racks in high traffic areas and not secured.
 - Ratchet straps will be purchased to secure chairs.
2. More AED/CPR training needed.
3. CPI training being done; another session scheduled for spring.
 - a. See Lynn Courtright to determine areas of further need for training.
 - b. Bring paras in during summer break?
 - c. Administrator training scheduled for summer 2014.
4. Discussion
 - a. Need for more chairs, esp. at high school.
 - ✓ Chairs currently being moved between buildings.
 - ✓ High accident potential due to frequent moving.
 - b. Fire drill/emergency evacuations
 - ✓ At high school and middle school students and staff spill into parking lots.
 - ✓ Need to address this issue.
 - ✓ Where people stand during winter with snow on ground?
 - ✓ Will be addressed with principals at next Tuesday's Administrative Council meeting.
5. November Injury Reports
 - a. 11/7/13 – High school para twisted left wrist when trying to pull away from student who was squeezing and twisting the wrist.
 - ✓ Medical sought; no lost time.
 - ✓ Accident report completed by high school principal, John Gress.
 - ✓ No recommendations by supervisor.
 - ✓ Committee recommended more CPI (Nonviolent Crisis Intervention) training be done for paras.
 - b. 11/8/13 – PVE para injured right foot when student accidentally put chair on employee's foot.
 - ✓ Medical sought.
 - ✓ No lost time.
 - ✓ Asst. Principal, Roger Pomposello completed accident report.
 - ✓ No recommendations; deemed an accident.
 - c. 11/21/13 – PVE secretary slipped and fell down several steps while walking student back to class injuring her right shoulder, ankle, big toe and knee.
 - ✓ Medical sought.
 - ✓ No lost time.
 - ✓ Principal, Josh Krebs, completed accident report.
 - ✓ No recommendation; deemed an accident.
 - d. Two people not yet returned to work this year; still no change in their status.
6. Adjournment motion by Chris Fisher; second by Marie D'Amato; adjournment approximately 9:08 am.
7. Next meeting will be on January 2, 2014 at District Administration building 2nd floor conference room, 8:30 am.
 - a. Meeting was scheduled for Facility Operations building but changed to Administration building because the Facilities building safety walk through had previously been conducted for this year.