




NORTH EAST SCHOOL DISTRICT

2024-2025 SAFETY COMMITTEE MEETINGS

- Wed. July 10, 2024 – 10:00 a.m.
- Wed. Aug. 7, 2024 – 10:00 a.m.
- Wed. Sept. 4, 2024 – 3:00 p.m.
- Wed. Oct. 2, 2024 – 3:00 p.m.
- Wed. Nov. 6, 2024 – 3:00 p.m.
- Wed. Dec. 4, 2024 – 3:00 p.m.

- Wed. Jan. 8, 2025 – 3:00 p.m.
- Wed. Feb. 5, 2025 – 3:00 p.m.
- Wed. Mar. 5, 2025 – 3:00 p.m.
- Wed. Apr. 2, 2025 – 3:00 p.m.
- Wed. May 7, 2025 – 3:00 p.m.
- Wed. June 11, 2025 – 10:00 a.m.

Month	M	T	W	T	F	Days T/S		Month	M	T	W	T	F	
July	1	2	3	4	5			January			1	2	3	
2024	8	9	10	11	12			2025	6	7	8	9	10	
	15	16	17	18	19				13	14	15	16	17	Days T/S
	22	23	24	25	26				20	21	22	23	24	
	29	30	31						27	28	29	30	31	22/21
August				1	2			February	3	4	5	6	7	
2024	5	6	7	8	9			2025	10	11	12	13	14	
	12	13	14	15	16				17	18	19	20	21	
	19	20	21	22	23				24	25	26	27	28	19/18
	26	27	28	29	30									
						9/4		March	3	4	5	6	7	
September	2	3	4	5	6			2025	10	11	12	13	14	
2024	9	10	11	12	13				17	18	19	20	21	
	16	17	18	19	20				24	25	26	27	28	
	23	24	25	26	27				31					20/20
	30					20/20								
								April		1	2	3	4	
October		1	2	3	4			2025	7	8	9	10	11	
2024	7	8	9	10	11				14	15	16	17	18	
	14	15	16	17	18				21	22	23	24	25	
	21	22	23	24	25				28	29	30			17/17
	28	29	30	31		23/23								
								May				1	2	
November					1			2025	5	6	7	8	9	
2024	4	5	6	7	8				12	13	14	15	16	21/21
	11	12	13	14	15				19	20	21	22	23	
	18	19	20	21	22				26	27	28	29	30	31 - GRAD
	25	26	27	28	29	18/18								
								June	2	3	4	5	6	
December	2	3	4	5	6			2025	9	10	11	12	13	
2024	9	10	11	12	13				16	17	18	19	20	
	16	17	18	19	20				23	24	25	26	27	
	23	24	25	26	27				30					5/4
	30	31				14/14								
									Students 180 / Teachers 188					

 - No School for Students	 - Vacation Days	 - Half Day Dismissals	T/S = Teacher Days/Student Days
--	---	---	---------------------------------

Black – In-Service / Blue – Work Day

North East School District - Safety Committee

MINUTES of July 10, 2024

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

Old Business Follow Up:

- **May Accident reports:** See June 2024 Minutes for resolutions.
-

New Business:

- There were no incidents reported in the month of June 2024.
- There were no edits suggested to the incident follow-up form which was put into place during the 2023-24 school year. The committee is hopeful that either Dr. Hartzell or Mr. Emick will remind the admin team about this new procedure at an upcoming ATM.
- The new WC panel has been posted in Safe Schools and in the district offices. Bill has reached out to our new rep but has not heard back from him yet; he will make another attempt after electricity is restored in the maintenance office and he is able to work in his office.

Next Committee Meeting: August 7, 2024 – Admin conference room @ 10:00 a.m.

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

North East School District - Safety Committee

MINUTES of August 7, 2024

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

Old Business Follow Up:

- **June Accident reports:** None
-

New Business:

- No new Incident Reports were reported in the month of July 2024.
- The attached 2024-2025 Meeting Schedule was reviewed. Luann Boltz motioned and Chelsey Ricketts seconded approval of this schedule. The meeting schedule was unanimously approved; motion passed.
- Handicap ramps are being replaced at the Elementary and Middle schools. The district was ADA compliant due to being grandfathered in from 1978.

Next Committee Meeting: September 4, 2024 – Admin conference room @ 3:00 p.m.

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

North East School District - Safety Committee

MINUTES of September 11, 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 Denise Pyle seconded approval of the August 2024 minutes. Minutes were unanimously approved; motion passed.

Old Business Follow Up:

- **July Accident reports:** None

New Business:

- One new Incident Report was reported in the month of August 2024 as follows:

Incident Date	Location	Loss Type	Details	Resolution
8/7/24	Elementary School (outdoors)	Medical	Employee was leaving work for the day. She exited the main doors at the administration wing where there was ongoing construction for sidewalk replacement, using the handicap ramp where there was a clearing. As she stepped across to the parking lot, she tripped on rebar wire which had been left by the concrete contractor's crew, landing on her right side and hitting her head on the pavement. She had a bump on the right side of her forehead and pain in her right arm.	Accident: Contractor should have more clearly marked and/or monitored the active work site, and employee needs to be aware of surroundings.

- Annual building inspection forms were distributed as follows:
 - Elementary School – Steve Fisher and Bill Wingerter
 - Middle School – Mindi Fisher and Denise Pyle
 - High School – Luann Boltz and Randy Fedei
 - Bus/Maintenance Garage – Shelley Allen and Chelsey Ricketts
- It is uncertain at this time who the rep is from our new worker's comp provider, Clear Spring, for annual committee training. Bill will look into this further so that we can get this training scheduled.

Next Committee Meeting: October 2, 2024 – Admin conference room @ 3:00 p.m.

This Committee Meeting: September 11, 2024 – one-hour meeting

North East School District - Safety Committee

MINUTES of October 2, 2024

Members Present: Shelley Allen, Luann Boltz, Randy Fedei, Steve Fisher, Denise Pyle, Chelsey Ricketts, Bill Wingerter
Guests Present: Stephen Crawford, Jr.; Loss Control Consultant from Clear Spring
Members Absent: Mindi Fisher
Approval of Minutes: Luann Boltz motioned and Denise Pyle seconded approval of the September 2024 minutes. Minutes were unanimously approved; motion passed.

Old Business Follow Up:

- **August Accident reports:** See September 2024 minutes for resolutions

New Business:

- Five (5) new Incident Reports were reported in the month of September 2024 as follows:

Incident Date	Location	Loss Type	Details	Resolution
9/9/24	High School Kitchen	Incident Only	Cook's helper was leaving the dish room and headed to the kitchen. As she stepped off the mats to leave the dish room, she slipped and fell on the damp floor in the doorway to the kitchen. She landed on her back and left hand.	There are plenty of new mats. Supervisor spoke with her regarding better non-slip shoes & will speak with business mgr. re: possibly including shoes in budget to provide? Steve Crawford suggested possible outlets of S.R. Max or Shoes for Crews
9/10/24	Elementary School	Incident Only	Kindergarten student was brought to the LGI for calming following behavioral issues in the classroom. Four staff members were posted in each corner of the LGI to ensure student could not harm himself. The student charged at the staff. He took hold of an employee's arm, dug his nails in and bit her in the left elbow, breaking the skin.	Not special-needs identified students. (Ukero training is provided for special education staff.) More staff training may be needed regarding de-escalation strategies.
9/17/24	Elementary School	Incident Only	A student was held inside during recess & lunch for a "stop & think". As the teacher escorted him to another teacher's room to serve this time, the student stomped on the teacher's right foot. She was wearing open-toed sandals.	It was noted that Clear Spring offers an online video training library which may be of assistance.
9/19/24	Special Education: Elementary	Medical	An autistic student refused to finish his work before moving on to the next task. The student became frustrated, put his shoulder down and shoved an aide out of her chair onto the floor. She fell on her left hip and leg.	

Incident Date	Location	Loss Type	Details	Resolution
9/30/24	Special Education: Elementary	Incident Only	Same autistic student as previous incident. Student hiding under table was asked to join other students. He finally crawled out and sat at a different table. When he was redirected to the correct seat, he became very agitated and tried to keep staff away from him. He put his hand behind an aide's head and dug his nails into the back of her neck. Aide suffered 2" scratch with removed skin on the left side of her neck.	

- Annual committee training was provided at this time by Mr. Stephen Crawford of Clear Spring. Online training for Mindi Fisher may be completed at d.ClearSpringPC.com; Loss Control tab and stroll down to Safety Committee training. Mr. Crawford will email the training certificate for the rest of the committee, to Bill Wingerter, following this meeting.
- It is noted that all annual building inspections are complete at this time. Inspection reports will be reviewed at the November meeting.

Next Committee Meeting: November 6, 2024 – Admin conference room @ 3:00 p.m.

This Committee Meeting: October 2, 2024 – one-hour meeting

North East School District - Safety Committee

MINUTES of November 13, 2024

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

Old Business Follow Up:

- **September Accident reports:** See October 2024 minutes for resolutions

New Business:

- Three (3) new Incident Reports were reported in the month of October 2024 as follows:

Incident Date	Location	Loss Type	Details	Resolution
10/1/24	Middle School Hallway	Incident Only	A student was at recess when several teachers noticed she had a stuffed animal with her. (Student are not permitted to bring items to school.) A pregnant teacher asked her to put it in her locker. As the student walked down the hallway to return outside, she hit the wall, and when in passing also struck the pregnant teacher in her stomach.	Teacher happened to have a medical checkup scheduled for the next day; she was fine. Student has been disciplined.
10/2/24	Special Education: Elementary	Incident Only	An autistic student refused to participate in morning meeting. He repeatedly kicked a 3-drawer plastic cart until the drawers broke. Noticing that the broken pieces were sharp, he tried to use them to stab two aides when they bent down to pick up the pieces. No physical injury occurred (near misses).	None. Business office will follow up to make sure the parent has been invoiced for the damaged equipment.
10/4/24	Special Education: Elementary	Incident Only	A student was brought back to the Emotional Support classroom by the ES teacher. As the teacher explained that he could lose recess due to his poor behavior, the student threatened to punch her, and kicked her numerous times. Finally, he held up his foot and threatened to stomp on her.	None

- Detailed review of Fall 2024 building inspections took place at this time. Discussion results attached. Bill noted that our new WC insurance provider (Clear Spring) will inspect the district facilities on a quarterly basis.
- Posters and safety trainings are available on the Clear Spring website to be accessed only by those individuals with login credentials. Chelsey and Luann will follow up to see what is available for download.
- Due to both work and personal schedules, it would be beneficial to move the time for future meetings up to 2:30 p.m. to facilitate attendance by all committee members. Following brief discussion, all present agreed to this minor meeting schedule change.

Next Committee Meeting: December 4, 2024 – Admin conference room @ 2:30 p.m.

This Committee Meeting: November 13, 2024 – one-hour meeting

North East School District - Safety Committee

MINUTES of December 16, 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: Randy Fedei motioned and Chelsey Ricketts seconded approval of the November 2024 minutes. Minutes were unanimously approved; motion passed.

Old Business Follow Up:

- **October Accident reports:** See November 2024 minutes for resolutions

New Business:

- Three (3) new Incident Reports were reported in the month of November 2024 as follows:

Incident Date	Location	Loss Type	Details	Resolution
11/12/24	Special Education: Elementary	Medical	An autistic student was having a meltdown on the classroom floor. He was upset about being asked to complete his work, and began to purposefully hit his head on the floor. While two instructional aides tried to calm him, he kicked one of the aides in the face, injuring her left eye and breaking her glasses.	Special Education – No Resolution / No way to anticipate erratic behaviors
11/12/24	Special Education: Elementary	Medical	An autistic student was purposefully hitting his head on the table in Art class. An instructional aide attempted to intervene to prevent him from injuring himself. The student hit the aide in the right temple with his head. The aide suffered a severe headache, drowsiness, confusion, dizziness, staggering, nausea and blurred vision. She was later diagnosed with a concussion at the ER.	Special Education / None It was noted that the special education supervisor has been making an effort to better train staff this year
11/25/24	Elementary School	Medical	A custodian tripped over an area rug in a classroom and fell into the corner of the tiled wall. She bruised her left eye and had a laceration over her left eye where her face hit the edge of the wall.	Area rug was lying flat and proper footwear was worn. Staff member was spoken to regarding awareness of surroundings.

- Updates to the Fall 2024 Building Inspection Summary: Deferred to the next meeting
- It was noted that Mindi Fisher completed her online training on December 6. Everyone on the committee is now trained for this school year.
- Brief discussion took place regarding new posters and training materials available on the website of the new WC insurance provider.

Next Committee Meeting: January 8, 2025 – Admin conference room @ 2:30 p.m.

This Committee Meeting: December 16, 2024 – one-hour meeting

North East School District - Safety Committee

MINUTES of January 29, 2025

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

Old Business Follow Up:

- **November Accident reports:** See December 2024 minutes for resolutions
-

New Business:

- There were no Incident Reports to review for the month of December 2024.
- Status updates to the Fall 2024 Building Inspection Summary were provided by Mr. Wingerter and discussed. As of this meeting, the majority of issues raised in the fall have been addressed.

Next Committee Meeting: February 5, 2025 – Admin conference room @ 2:30 p.m.

This Committee Meeting: January 29, 2025 – one-hour meeting

North East School District - Safety Committee

MINUTES of February 5, 2025

Members Present: Shelley Allen, Luann Boltz, Randy Fedei, Steve Fisher, Chelsey Ricketts, Bill Wingerter
Guests Present: None
Members Absent: Mindi Fisher, Denise Pyle
Approval of Minutes: Luann Boltz motioned and Chelsey Ricketts seconded approval of the January 2025 minutes. Minutes were unanimously approved; motion passed.

Old Business Follow Up:

- **December Accident reports:** None

New Business:

- Three (3) new Incident Reports were reported for the month of January 2025 as follows:

Incident Date	Location	Loss Type	Details	Resolution
1/9/25	Bus Garage	Medical	Driver was exiting his bus at the garage and slipped on the bus steps, which were wet. He grabbed the railing to stop himself from falling, and tweaked his lower back.	Supervisor reviewed 3 points of contact with driver; needs to use the rail when exiting the bus
1/21/25	High School Loading Dock	Incident Only	Custodian was leaving the high school. She slipped on ice on the loading dock and fell, injuring her left buttocks and left leg. Fell on trays which she had been carrying.	Supervisor reviewed need to keep the loading dock area cleared of snow and ice, and use caution during winter months
1/27/25	Middle School Gymnasium	Incident Only	Instructional Aide was lightly kicking a ball to a student who was seated on the gym floor during recess. Her left leg gave out, causing her to fall to the floor, her body twisting on the way down. She experienced pain in her left hip and lower left side of her back.	None

Next Committee Meeting: March 5, 2025 – Admin conference room @ 2:30 p.m.
This Committee Meeting: February 5, 2025 – one-hour meeting

North East School District - Safety Committee

MINUTES of March 5, 2025

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 February 2025 minutes. Minutes were unanimously approved; motion passed.

Old Business Follow Up:

- **January Accident reports:** Please see February minutes for resolutions

New Business:

- Four (4) new Incident Reports were reported for the month of February 2025 as follows:

Incident Date	Location	Loss Type	Details	Resolution
1/30/25 Reported Late – see resolution	Middle School Cafeteria	Incident Only	A student had a broken glass in their lunch box and an aide offered to help clean it out. While doing so, a small shard of glass went into her right index finger. It was extracted by the nurse.	Aide should have used a towel or similar to protect her own hand from the glass. Nurse advised her. District reminder sent re: reporting procedures.
2/11/25	Middle School Emotional Support Classroom	Incident Only	A student in the Life Skills classroom became upset and was taken to the Emotional Support classroom to de-escalate. The student threw her headphones, hitting the teacher in the shoulders. The teacher was also kicked in the stomach as she tried to prevent the student from leaving the room.	Special Ed – No Resolution – see note below on last incident listed
2/11/25	High School Kitchen	Incident Only	A cook's helper was wiping down the dish machine in the high school kitchen. His hand slid into the edge of a metal piece that was a new part to the machine. The edge was sharp, resulting in a laceration to the middle finger of his left hand.	New part was quite sharp. HRI came in and repaired the machine the next day 2/12/25
2/20/25	Elementary School	Incident Only	A special education student was having a tantrum in the hallway. A teacher tried to get him into an empty classroom. The student was hitting, kicking, and pinching. He hit the teacher in the face with the back of his hand, cutting the lower left side of her lip and causing it to bleed.	Special Education supervisor has been requested to attend the April meeting. Committee would like an update on staff training procedures and training opportunities offered mid-year.

Next Committee Meeting: April 2, 2025 – Admin conference room @ 2:30 p.m.

This Committee Meeting: March 5, 2025 – one-hour meeting

North East School District - Safety Committee

MINUTES of April 2, 2025

Members Present: Shelley Allen, Luann Boltz, Randy Fedei, Steve Fisher, Denise Pyle, Chelsey Ricketts, Bill Wingerter
Guests Present: None
Members Absent: Mindi Fisher
Approval of Minutes: Chelsey Ricketts motioned and Denise Pyle seconded approval of the March 2025 minutes. Minutes were unanimously approved; motion passed.

Old Business Follow Up:

- **February Accident reports:** Please see March minutes for resolutions

New Business:

- Three (3) new Incident Reports were reported for the month of March 2025 as follows:

Incident Date	Location	Loss Type	Details	Resolution
3/13/25	Middle School Cafeteria	Incident Only	A special education student was upset about going to Speech class. She was told that an aide would meet her at lunch afterwards and would bring her lunch box. After speech, the student began yelling, so the aide handed the lunch box to her. The student then through the lunch box and kicked the aide twice in the left knee. The student also took the aide's glasses off her face and threw them. The glasses slid across the floor and the lenses were scratched.	All three of these incidents were related as part of a sequence of events which occurred in the Special Education department. Although the Special Education department supervisor was scheduled to attend this meeting, she was detained in another meeting and unable to be present.
3/13/25	Middle School Autistic Classroom	Incident Only	After escorting the above student to Speech, two aides had returned to the classroom. As lunchtime neared, Student #1 was swearing in the hallway and becoming aggressive. This noise set off another student in the Autistic classroom. Student #2 began to yell & scream while darting to the door. An aide went to the door to prevent him from escaping, but he struck her in the back numerous times before he calmed down. The aide asked the student to use his headphones to block out the commotion in the hall, but this didn't help. He hit her numerous times again in the back and kicked her in both knees.	
3/13/25	Middle School Hallway	Incident Only	Student #1 had a tantrum in the hallway while transitioning from Speech to lunch. She was destroying items in the hallway and screaming obscenities, running toward staff members while flailing and swinging her arms. A teacher approached her slowly, making her presence	

			known. The student attempted to hit the teacher multiple times. The teacher was able to block all but one hit; she was struck by the student's partially open hand on the left side of her face under her right eye. Her face was bruised and painful to the touch.	
--	--	--	---	--

Next Committee Meeting: May 8, 2025 – Admin conference room @ 2:30 p.m.

This Committee Meeting: April 2, 2025 – one-hour meeting

MINUTES

North East School District - Safety Committee

MINUTES of May 7, 2025

Members Present: Shelley Allen, Luann Boltz, Randy Fedei, Steve Fisher, Chelsey Ricketts, Bill Wingerter
Guests Present: Brianne Hodges
Members Absent: Mindi Fisher, Denise Pyle
Approval of Minutes: Chelsey Ricketts motioned and Luann Boltz seconded approval of the April 2025 minutes. Minutes were unanimously approved; motion passed.

Old Business Follow Up:

- **March Accident reports:** Please see April minutes for resolutions

New Business:

- Four (4) new Incident Reports were reported for the month of April 2025 as follows:

Incident Date	Location	Loss Type	Details	Resolution
4/2/25	Middle School Kitchen	Incident Only	A cook's helper was putting away stock on the top shelf in the freezer. She set a box up on the shelf and it fell, hitting her in the corner of her left eye.	The committee assumes that proper lifting and storage procedures was reviewed, but Denise was not in attendance at this meeting. Shelley will follow up with Denise for resolution.
4/3/25	Middle School Library	Incident Only	A special education student was upset about having to read articles in the Library. She chased an aide around and slapped her on the left side of her face. She also began throwing chairs at staff.	It was noted that the Special Education student involved in these three (3) incidents is the same student who was involved in the March incidents discussed at the last meeting. Special Education supervisor Brianne Hodges attended today's meeting to discuss efforts to address ongoing incidents involving identified students. Please see her input, below.
4/3/25	Middle School Hallway	Incident Only	Continuation of Incident #2 above; student was hitting her aide and picking up chairs in the Library, swearing, gesturing and yelling. She ran out into the hallway where she went after several staff members. She attempted to enter the emotional support classroom, but the door was locked. A teacher was slapped on the left side of her face during this event.	
4/3/25	Middle School Hallway	Incident Only	A staff member was standing in the back doorway of the middle school office as the special education student referenced above came running down the hallway, screaming. The student came running around the corner and slapped the staff member on the right side of her face.	

Special Education Supervisor Mrs. Brianne Hodges provided the following information:

- The special education department is currently searching for a more appropriate placement for some identified students. The district is obligated to continue to work with them to provide the best possible education possible while searching for an alternate learning environment on their behalf.
 - Following the incidents of April 3, the special ed team met to review the student's IEP, discuss the incident and identify what should have been done differently to more quickly de-escalate the situation. It was noted that the building was in a soft lockdown at the time of the incident due to an unrelated event in another part of the building, so the students' learning environment was already slightly disrupted to begin with.
 - Staff assigned to this particular student have been instructed to carry UKERO pads with them at all times and be aware of the restrictions detailed in her IEP.
 - Ongoing efforts to equip district staff to handle these types of situations include monthly in-house training opportunities in both UKERU and Handle With Care. The IU provides a team of behavior consultants who come in on a monthly basis as well to provide clinical support.
- In other new business, Mr. Wingerter shared that the representative from the district's current WC provider is scheduled for a walk-through of district facilities next Wednesday, May 14th as a follow up to ensure that identified areas of concern from last fall have been addressed.
- The time for the June meeting has been changed to 10:00 a.m. as per the committee's normal schedule during the summer months.

Next Committee Meeting: June 11, 2025 – Admin conference room @ 10:00 a.m.

This Committee Meeting: May 7, 2025 – one-hour meeting