

Horne.Staci

From: Michael Niznik <michael.niznik55@gmail.com>
Sent: Monday, September 25, 2017 11:21 AM
To: horne.staci@pburgsd.net
Cc: mengucci.james@pburgsd.net
Subject: SAIF LC survey - Phillipsburg
Attachments: Survey - 17 Phillipsburg BOE Sept - 17.docx

Staci:

Attached is a copy of the SAIF Loss Control report for Phillipsburg BOE as a result of my recent safety survey. I appreciate the time that you and Sharon spent with me during the survey.

A few recommendations are associated with the report. We would appreciate a response to the recommendations within 60 days of the date of this e-mail. You can use the "Status of Recommendation Compliance" page, (included in the report) to respond.

If there is any additional Loss Control assistance you might need from me moving forward, please let me know.

Best regards,
Michael Niznik
SAIF Loss Control Consultant
T: 888-647-5634
C: 717-877-8186



September 21, 2017

Attention: Staci Horne, Business Administrator/Board Secretary
Phillipsburg School District
50 Sargent Street
Phillipsburg, NJ 08865-1520

Re: Survey of District Facilities and Playgrounds

Dear Staci:

I would like to thank you and Sharon Cooper for accompanying me during my recent safety survey of the Phillipsburg School District. The survey was part of the regular service that SAIF provides to its members in an effort to minimize exposures and reduce losses. As you know, it is important for everyone to be proactively involved if our combined safety efforts are to be effective. During the survey, the following items were addressed:

- Loss history discussed
- All school facilities surveyed
- Playground surveys completed
- Current SAIF initiatives reviewed
- Loss Control procedures discussed

As you are aware, as of October 2007, all public playgrounds in the State of New Jersey should be in compliance with the Playground Safety Guidelines established by the Consumer Product Safety Commission. The statute will be enforced by the New Jersey Department of Community Affairs. As a service to all SAIF members, SAIF is providing playground inspections by a Certified Playground Safety Inspector to help identify any possible deficiencies. As a certified inspector, I completed those inspections during my visit.

The 2010 ADA statute which impacts playgrounds came into effect on March 15th, 2011. The statute requires that entities making changes to public playgrounds have a plan in place to address compliance with the statute by March 15, 2015. An assessment was completed of your playgrounds to identify items that should be incorporated into your ADA plan.

SAIF would like to remind you of additional programs that are available to assist you with your Loss Control efforts. These include:

- SAIF website (www.saifund.com) with Loss Control information available under the "Members Only" section. This information includes handouts, checklists, reference material, and other Loss Control services.
- The MEL website (www.njmel.org) made available by SAIF to provide you with free video rental and PEOSHA training.
- STOPit web site (<http://stopitcyberbully.com>) to address bullying.
- SafeSchools online PEOSHA training (www.SafeSchools.com).
- CAIR program for checking a driver's Motor Vehicle Registration Reports.
- Human Resource Helpline assistance.

As a result of my survey, a few recommendations were developed and are attached to the end of this report. The recommendations have been identified as either "Urgent" (U), "Important" (I), or "Program Improvement" (PI).

The following are our definitions of the recommendation rankings:

- Urgent (U): Refers to situations of "imminent danger" or "critical safety / health issues" which might be expected to cause death or serious physical harm if left unaddressed.
- Important (I): Encompasses regulatory concerns or exposures that would be expected to cause injury to employees or the general public if left unaddressed.
- Program Improvement (PI): Encompasses suggestions related to safety, process improvements, or management practices that would improve the overall safety, quality, and effectiveness of the organization.

I would again like to thank you for your help and cooperation with our Loss Control efforts. SAIF would appreciate a response regarding recommendation compliance within 60 days of the date of this e-mail. The attached "Status of Recommendation Compliance" form should be returned to me to document your efforts. I can be reached via e-mail at mniznik@saifund.com or by telephone at 888-647-5634 if you have any questions.

Sincerely,

Michael Niznik

Michael Niznik ARM, CPCU, CPSI
SAIF Loss Control Consultant

Cc: PEGAS

Cc: Public Entity Advocates

File

"SAIF recently conducted a survey of your facilities as a part of our loss prevention efforts. In conducting this survey, we attempted to identify conditions that appear to be hazardous. It is possible that some conditions may have been overlooked. In addition, even when reported hazards have been corrected, damages or injuries may still occur. It is our hope that if hazards identified in this report are eliminated, the premises and operations will be safer for employees and members of the public."

RECOMMENDATIONS

Recommendations beginning with 9 and 15 are prior-year recommendations.

Recommendations beginning with 17 are current-year recommendations.

Playground Recommendations (Apply to All Playgrounds, Administrative Office, and Early Childhood Center)

15-01: Labels should be mounted on all playground equipment to address changes in the playground statute requirements. Some warnings are already in place. You should contact your playground supplier or manufacturer's representative to obtain all required labels. Labels required include the following:

- Appropriate age group for which the equipment is designed (i.e. 2 to 5 years-of-age or 5 to 12 years-of-age)
- The need for "Adult Supervision at All Times"
- Label communicating the hazard associated with hood and neck drawstrings entanglement, and accessories around the neck, as a means to minimize strangulation exposures
- Label communicating the hazard associated with the wearing of bicycle helmets on playground equipment
- Label communicating the hazard associated with "hot play surfaces"
- Label communicating the hazard associated with hard surfaces such as packed earth, grass, concrete, or asphalt
- The name and contact information of the equipment manufacturer (PI)

15-02: Playground aides should undergo **annual** documented safety training regarding:

- Age appropriateness of equipment
- Safe use procedures
- Playground hazards and how to report unsafe conditions
- The District's discipline policy
- How to best supervise and discipline children

To assist you in this regard, I have attached a list of playground rules to the end of this report, entitled "**Playground Aide Orientation & Training.**" Feel free to use this list as part of your in-service program to train playground aides. An on-line training session is also available, at no cost to the district, through SafeSchools at www.safeschools.com. (PI)

15-03: Documented playground inspections should be conducted by designated staff members. Checking the depth of mulch should be part of the documentation. The inspection should be signed and dated to verify that it takes place at least weekly. Grounds personnel normally involved with grass cutting and related duties, or playground aides, could be personnel assigned to handle the task. Appendix A of the Consumer Product Safety Commission Playground Safety Guidelines does have a sample inspection list. SAIF can also provide a sample inspection form at your request. (PI)

15-04: Engineered wood fiber (mulch) should be maintained at the 9-inch to 12-inch level at the playgrounds. I would suggest that support posts of the equipment be marked with paint or magic marker at the 12-inch level and the 9-inch level as a gauge for the proper depth needed. The 12-inch mark would be for new uncompacted mulch (engineered wood fiber). The 9-inch mark would be for compacted mulch. String lines or bungee cords can be periodically run to check for low points. Mulch should be replenished as needed. Areas under and around equipment that have the potential for falls (i.e. overhead ladders, climbing walls, swing sets, slide poles, etc) should be provided with mulch levels between the 9-inch to 12-inch level. The reason is that 70% of all playground injuries are due to falls to the ground surface. (I)

NOTE: Certification should be obtained from the engineered wood fiber supplier that the mulch meets ASTM F2075. A critical height of seven feet is needed for the playground. Documentation should also

be provided from the supplier as to the required level of mulch (i.e. 9 inches) needed to attain the seven foot critical height, as per ASTM F1292.

Phillipsburg Elementary School (grades 3, 4, and 5)

09-10: The gymnasium bleachers have no handrails. The bleachers are not very high (less than five feet), but the District should be aware that they are not in compliance with the Consumer Product Safety Guideline recommending that bleachers over 30 inches in height should be equipped with guardrails. (PI)

Freeman Elementary School

17-01: A number of issues exist with this playground. The school is currently up for sale so no classes are held at this location. Equipment is damaged/vandalized, two swings are missing, two remaining swings need to be replaced, mulch levels are not maintained, weeds have overgrown the playground, equipment is not in compliance with the current playground statute, and equipment is not ADA compliant. It would be in the best interest of the District to dismantle and dispose of the playground equipment. (I)

Phillipsburg Primary School – Municipal Playground

17-02: The bolts in the brackets along the top rail of the swing set have been installed upside down. The threads and nuts need to be in a downward position. The nuts currently create an entanglement exposure because the vertical height of the nut is greater than 1/8 inch. The bolts should be turned 180 degrees to allow the threads to be pointed in a downward position. (I)

*Note: It is understood that the playground is owned and maintained by the city. For the safety of the children, I feel it is important to note recommendations that would bring the playground into compliance with the New Jersey playground statute. The recommendation should be forwarded to city officials.

Administrative Office (formerly Barber Elementary School)

17-03: Weeds have overgrown the playground. Weeds should be removed, a weed barrier should be installed, and new mulch should be installed. (I)

17-04: The outdoor carpet next to the overhead ladder is worn and torn in multiple locations. The carpet should be replaced. (I)

17-05: The rubber pad on the teeter-totter is worn and the metal is exposed. The rubber pad should be replaced. (PI)

17-06: Overhead rings, that were part of the composite structure, have been removed due to wear and damage. The rings should be replaced.

In addition, recommendations 15-01, 15-02, 15-03, 15-04 noted above need to be addressed at this location.

Due to the fact that the building is no longer used as a school, multiple upgrades need to be made to bring this playground into compliance. In its current state, the playground is more of an attractive nuisance; the District should entertain the possibility of dismantling this playground given the number of other play sites located around the city. (PI)

Early Childhood Center

Recommendations 15-01, 15-02, and 15-03 noted above need to be addressed at this location.

Special Services (formerly Andover Morris Elementary School)

No recommendations.

Alternative School (Howell)

No recommendations; building is currently closed.

High School

- 17-07: The Wet Chemical extinguishing system over the cooking surfaces in the kitchen were last inspected in August of 2016. The system needs to be inspected every 6 months. (PI)
- 17-08: The portable Wet Chemical extinguisher in the kitchen (silver extinguisher) was last serviced in August of 2016. This extinguisher needs to be inspected by an outside contractor annually. (PI)
- 17-09: A number of eye wash and shower stations exist around the school (i.e. science classrooms, agriculture greenhouse, wood shop, auto shop, etc.) The eye wash and shower stations should have documented testing of the units as per ANSI/ISEA Z358.1 1-2014. A record should be maintained noting the date of the inspection and the name of the testing individual. (PI)
- 17-10: Multiple fire doors throughout the school were not equipped with magnetic release parts. All fire doors should be checked and every fire door should have a magnetic release. (PI)
- 17-11: The drill presses in the Auto Body Shop should be secured to the floor with bolts. In addition, they should be equipped with a retractable guard that encloses the chuck and drill bit or a half-moon Plexiglas shield. (I)
- 17-12: As a reminder to the District, the hydraulic lifts in the Auto Body Shop will be coming up for re-certification in November 2017 for their lift capacity. Annual lift certification by an outside contractor is required. (PI)
- 17-13: The storage room for the wood props used on the stage should not interfere with access to the electrical and HVAC units. Electrical and HVAC units should have a 3-foot clear space, preferably marked with yellow paint on the floor. (PI)
- 17-14: The kiln room in the Art classroom had a portable extinguisher that was last serviced in May of 2016. Portable extinguishers should be serviced by an outside contractor on an annual basis. (PI)
- 17-15: The Art storage room had a couple of ceiling tiles that had fallen and were in need of replacement. (PI)
- 17-16: The Administrative staff was using treadmills in the exercise room at a time when it was being occupied by students. In addition, one of the staff members was wearing sandals while using the treadmill. If the District has decided to allow staff members to use exercise equipment, it should only be allowed after school hours when students are not present. Also, there should be a mandatory requirement that only sneakers, or other approved exercise footwear, should be allowed. No flip-flops, sandals, or street footwear should be allowed. (I)
- 17-17: Carbon monoxide detectors need to be installed in required rooms, as per the recent state statute. The local fire code enforcement individual should be consulted regarding placement of the detectors. Detectors are not required in the room that generates carbon monoxide due to potential issues with false alarms (i.e. boiler room, science classrooms equipped with gas burners, kitchens using gas appliances, Home Economics classrooms using gas ovens, etc.). Detectors are required in the hallway outside of rooms generating carbon monoxide. Detectors are required in occupied rooms (not storage rooms) that adjoin rooms that generate carbon monoxide. Detectors are also required in rooms that are above and below rooms that generate carbon monoxide. The detectors can be battery-operated, plug-in, or hard-wired. Carbon monoxide detectors shall be manufactured, listed, and labeled in accordance with UL 2034. The units should be installed and maintained in accordance with NFPA 720. Carbon monoxide systems shall be listed in accordance with UL 2075. The effective date of the statute is September 3, 2017. (I)

Status of Recommendation Compliance

In order for SAIF to update the status of the recommendations, we are requesting that this form be returned to our office within 60 days of the date of this letter. This form can be mailed, faxed, or e-mailed to the following address:

SAIF c/o Michael Niznik
100 Hillside Road
Mechanicsburg, PA 17050
Fax: 717-766-4450
E-mail: mniznik@saifund.com

- 1) RECOMMENDATIONS COMPLETED (Indicate by recommendation number):
- 2) RECOMMENDATIONS NOT COMPLETED (Indicate by recommendation number and date of estimated completion):
- 3) RECOMMENDATIONS THAT NEED FURTHER CLARIFICATION OR DISCUSSION (Indicate by recommendation number):
- 4) RECOMMENDATIONS THAT ARE BUDGET ITEMS (Indicate by recommendation number):

Signature: _____ Title: _____

School District: _____ Date: _____

ADA Playground Assessment

Early Childhood Center – 459 Center Street

Composite Structure #1 (2 to 5-year-old) (Little Tykes - Playground Manufacturer)

- 3 Slides (E)
- Steering Wheel Activity (E)
- Activity Panel (E)

Composite Structure #2 (2 to 5-year-old) (Little Tykes - Playground Manufacturer)

- 3 Slides (E)
- Steering Wheel Activity (E)
- Activity Panel (E)

Stand Alone Components

- 2 Tube Tunnels (G)
- House Activity Sets (G)
- Tic-Tac-Toe Activity Panel (G)
- Parallel Bar (G)

➤ *Total playground pieces:*

○ *10 elevated components in place*

➤ *ADA requires a minimum of 3 ground-level components; you have 5 in place*

➤ *ADA requires a minimum of 3 different types of ground-level components; you have 3 different types in place (Crawling, Upper-Body, Activity)*

Early Childhood Center – 459 Center Street

Composite Structure #3 (2 to 5-year-old)

- Slide (E)
- Circular Slide (E)
- Telescope Activity (E)
- Spinner Globe (G)
- 2 Metal Climbers (E)
- Crawling Tube (E)
- Activity Panel (G)
- Megaphone Activity (G)
- Step Climber (E)

Composite Structure #4 (2 to 5-year-old)

- 3 Slides (E)
- Climbing Wall (E)
- Step Climber (E)
- Megaphone Activity (G)
- Metal Climber (E)

Stand-Alone Units

- Climbing Wall (G)
- Sand Box (G)
- 4 Digging Toys (G)

➤ *Total playground pieces:*

○ *13 elevated components in place*

➤ *ADA requires a minimum of 4 ground-level components; you have 10 in place*

➤ *ADA requires a minimum of 3 different types of ground-level components; you have 5 different types in place (Climbing, Sand Box, Spinning, Hand Toys, Activity)*

Early Childhood Center – 459 Center Street

Composite Structure #5 (2 to 5-year-old)

- Slide (E)
- Spinner Globe (G)
- Activity Panel (G)
- 2 Activity Panel (E)
- Metal Climber (E)
- Climbing Wall (E)
- 2 Storefront Activity Panels (G)
- Circular Slide (E)
- Telescope Activity (E)

Stand-Alone Units

- Climbing Wall (G)
- Sand Box (G)
- 4 Digging Toys (G)

➤ Total playground pieces:

- 7 elevated components in place

➤ *ADA requires a minimum of 2 ground-level components; you have 10 in place*

➤ *ADA requires a minimum of 3 different types of ground-level components; you have 5 different types in place (Climbing, Sand Box, Spinning, Hand Toys, Activity)*

Phillipsburg Elementary School – 525 Warren Street

Composite Structure #1 (5 to 12-year-old) (Burke - Playground Manufacturer)

- 3 Slides (E)
- Plastic Climber (E)
- Climbing Wall (E)
- Steering Wheel Activity (E)
- Fireman's Pole (E)
- Dual Slide (E)
- 2 Net Climbers (E)
- 3 Metal Climbers (E)
- OH Bars (E)
- OH Rungs (E)
- Hanging Pods (G)

Stand Alone Components

- 2 Pull-Up Bars (<54 inches) (G)
- Balance Beam (G)
- 2 Kid Force Spinners (G)
- Parallel Bar (G)
- Sit-Up Bar (G)
- 5 Belt Swings (G)
- Monkey Bars (G)

➤ Total playground pieces:

- 15 elevated components in place

➤ *ADA requires a minimum of 5 ground-level components; you have 14 in place*

➤ *ADA requires a minimum of 3 different types of ground-level components; you have 4 different types in place (Upper-Body, Balance, Spinning, Swinging)*

Freeman Elementary School – school is currently closed

Composite Structure #1 (5 to 12-year-old)

- Slide (E)
- Metal Climber (E)
- Dual Slide (E)
- OH Rings (E)

Composite Structure #2 (5 to 12-year-old)

- Circular Slide (E)
- OH Ladder (E)
- Metal Climber (E)
- Fireman's Pole (E)

Stand Alone Components

- 2 Swings (G)
 - *Total playground pieces:*
 - *8 elevated components in place*
 - *ADA requires a minimum of 3 ground-level components; you have 2 in place*
 - *ADA requires a minimum of 3 different types of ground-level components; you have 1 type in place (Swinging)*

****NOTE: 2 additional types of ground-level components are needed for this playground to be in compliance with ADA regulations. Additional types of equipment can include: Spinning, Sliding, Upper-Body, Balance, Rocking, Activity Panels, etc.***

Phillipsburg Primary School – 1000 Green Street; municipal playground

Administration Building – 50 Sargent Street

Composite Structure #1 (5 to 12-year-old)

- Slide (E)
- Chain Climber (E)
- Fireman's Pole (E)
- Climbing Wall (E)
- OH Ladder (E)

Stand Alone Components

- Exercise Bar (<54 inches) (G)
- Balance Beam (G)
- Teeter-Totter (G)
- Climbing Wall (G)
- Stepping Pods (G)
- Hanging Pods (G)
- Slide (G)
 - *Total playground pieces:*
 - *5 elevated components in place*
 - *ADA requires a minimum of 2 ground-level components; you have 7 in place*
 - *ADA requires a minimum of 2 different types of ground-level components; you have 5 different types in place (Upper-Body, Climbing, Balance, Rocking, Sliding)*

SAMPLE School District Playground Safety Guidelines

- The playground is available for use by the elementary students from dawn to dusk
- This playground is designed for ages 5 through 12
- Adult supervision is recommended at all times
- Clothing with hoods or neck drawstrings should not be used when playing on this equipment. Hood and neck drawstrings can become caught and have caused strangulation. Accessories around the neck should also not be worn.
- Bicycle helmets are not allowed to be used on playground equipment
- No bicycles, roller skates, or skateboards are allowed within the play area
- Be aware of hot play surfaces. Hot surfaces can cause severe burns.
- Always keep your head above your knees when playing on any piece of equipment

Caution

Equipment may be HOT. Bare feet may cause injury. Shoes must be worn at all times.
Throwing objects within the play area may cause injury. Stones not allowed in playground.
Playing on this equipment when wet may cause injury

Overhead Ladders / Bars

Do not climb on top of the overhead ladders / bars
Do not hang by the back of the knees from the ladders

Swings

Stand clear of moving swings to avoid contact and possible injury
Hold on with both hands
Stop swinging before getting off; do not jump off a moving swing
Never swing or twist empty seats

Horizontal (Exercise) Chin-Up Bars

Exercise bars should not be used for gymnastic activities
No hanging by the back of the knees from the bars

Slides

Slide feet-first only
No running or walking up slide
Do not play under or at the bottom of the slide
Do not climb up the slide
Do not use the slide as a climbing structure
Do not hang feet over the side of the slide

Climbers & Slide Poles

No pushing, running, or shoving
Play safely and be courteous of others
Do not play under or around climbers or slide poles

**Contact the District immediately if equipment is damaged,
or anything requires immediate attention**

\$500 fine for damaging or defacing public property

Playground Aide Orientation and Training

Playground / Equipment Rules / Procedures

- 1) Arrive at the playground before the students. Inspect the playground for obvious hazards.
- 2) Correct any conditions that are within your means to correct as soon as you find them (i.e. untwisting the chains of the swing seats, picking up litter, etc.).
- 3) Inform the appropriate administrator or maintenance person of any hazards identified that you could not eliminate on-the-spot (i.e. broken equipment, broken glass, trash in the sandbox, etc.).
- 4) Take steps to remove any hazardous equipment or playground section from use until repairs can be made. This may be accomplished by roping off the equipment or area, putting up signs, or by some other means as determined by the Site Administrator.
- 5) Do not permit the use of wet, hot or icy equipment.
- 6) Once students arrive on the playground, use the "perimeter" method of supervision. Circulate around your assigned area; cast a "wide eye" throughout your assigned area; be aware of the total area and the students using it. *Direct eye contact* with a child can help prevent inappropriate behavior.
- 7) Be concerned for the safety and welfare of all children; do not become involved with small groups and do not play with the children. A child can move from a low-risk activity to a high-risk activity in less than one minute.
- 8) **Do not "visit"** with other aides, teachers or students. Use the "basketball-referee" approach when supervising children. An aide should circle around a playground, and a second aide should be directly across the playground from the first aide at all times.
- 9) Do not allow children on the playground equipment if they are wearing clothing with attached strings (i.e. jackets with cords or hooded sweatshirts). These items pose strangulation hazards if they get caught on or in the playground equipment.
- 10) Do not allow children to bring or wear ropes, name tags, dog leashes, cables, chains, etc. These items pose strangulation hazards if they get caught on or in the playground equipment.
- 11) Do not allow children to wear protective helmets, such as those worn while skateboarding or bicycling, when they use the playground equipment. Protective helmets could get stuck in some of the playground equipment, thus creating strangulation and entrapment hazards.
- 12) Know that certain equipment and activities can pose greater risk of injury; be aware of any "hiding places." Watch those areas carefully, as small children love enclosed places.
- 13) Do not permit too many children on the same piece of equipment at the same time. Facilitate the safe use of the equipment by ensuring the "taking turns" process or direct some of the children to other equipment or activities.
- 14) **Never** leave your area unsupervised. Inform other aides if you must leave the playground for any reason.
- 15) Know and follow the established procedures in case of accidents or injuries.
- 16) Do not allow running, pushing, chasing, except as a part of organized games.
- 17) Do not allow the throwing of stones, sticks, surface protection material or other objects.
- 18) Do not allow bullying in the form of verbal or physical intimidation.
- 19) Ensure that trash is disposed of properly; immediately remove "attractive nuisances" from the play area.
- 20) Do not allow bicycle riding or the use of skateboards, roller skates, roller blades, scooters and similar equipment on the playgrounds. Roller blades and roller skates may be permitted when used in designated locations and in conjunction with a written agreement with the District.
- 21) Keep animals off the grounds. Report any "stray" animals to the Site Administrator as soon as possible.

Playground supervisors should be trained regarding the safe use of the playground equipment they will be supervising, such as:

GENERAL RULE

Always keep your head above your knees when using any piece of playground equipment

SLIDES

Children should:

- Climb the access ladder facing forward
- Wait on the steps until the slide is clear for use (only one user on the transition platform at one time)
- Sit facing forward on the slide transition platform
- Be seated before they start the sliding motion

Children should not:

- Stand at the exit of the slide while it is being used by other children
- Use any part of the slide, or its supporting members, as a climbing structure
- Hang their feet over the side of the slide
- Place objects or materials on the slide, such as toys or sand
- Use jackets or other clothing items as toboggans when they go down the slide
- Walk up the slide chute
- Use bikes, skates, or skateboards on the slide

SWINGS

Children are to:

- Remain at least 8 feet away from the front or back side of any swing
- Take turns using the swings
- Take the first available swing
- Report when swing seats are damaged or the chains twisted

Children should not:

- Stand in the front or rear of the swing while it is being used by other children
- Stand in-between swing seats while they are being used by other children
- Stand on the swing seat
- Jump off the swing while the swing is in motion
- Run under the swings that are in motion
- Swing sideways, or swing while laying on their stomachs
- Twist the swings
- Twist the swing chains to raise the swing seat

HORIZONTAL BARS / EXERCISE / PULL-UP BARS / CLIMBING COMPONENTS

Children may use this equipment in the following manner:

- Use the bar for pull-ups or chin-ups only
- Students using climbing components should maintain 3-points of contact (two hands and one foot or two feet and one hand) at all times
- Take turns using the equipment – only one child on the bar at a time

Children should not:

- Hang by their knees
- Sit or stand on the bar
- Jump off the bar to perform 'Cherry or Death Drops'
- Stand in front of or to the rear of other children who are using the bar
- Use the bars for any type of gymnastic activity

HORIZONTAL LADDERS

Children **may** use this equipment in the following manner:

- Start at the end of the ladder that has been designated at the starting point
- Travel forward with hands grasping the rung of the ladder, or sideward with hands grasping both sides of the ladder
- Wait for their turn – they should wait until the first child is halfway across
- Travel from the starting end to the finishing end as directed

Children **should not**:

- Walk, stand or sit on the top of the ladder
- Play under or near the sides of the ladder while it is being used
- Hang by their feet from any part of the ladder

OVERHEAD RINGS, RUNGS

Children **may** use this equipment in the following manner:

- Start at the end of the ladder that has been designated at the starting point
- Travel forward with hands grasping the rings
- Wait for their turn – they should wait until the first child is all the way across
- Travel from the starting point to the finishing end as directed
- Always keep one hand grasping a ring

Children **should not**:

- Climb on top of the horizontal support bar
- Sit on the top rail of the ring bar
- Play under or near the sides of the ladder or rings while they are being used

SLIDE POLES

Children **should**:

- Wait for their turn – they should wait until the first child has moved away from the slide pole
- Grasp the slide pole with both hands before beginning to move off of the take-off platform
- Always keep both hands/arms and legs wrapped around the pole during descent

Children **should not**:

- Interfere with other users during the descent
- Stand within 3 feet of the pole while children are using it

General Rule:

**Always Keep Your Head above Your Knees
When Using Any Piece of Playground Equipment**

Signature of Teacher: _____

Print Name: _____

Date Reviewed: _____

Horne.Staci

From: Horne.Staci <Horne.Staci@pburgsd.net>
Sent: Monday, September 25, 2017 11:26 AM
To: Troxell.Gregory
Subject: Fwd: SAIF LC survey - Phillipsburg
Attachments: Survey - 17 Phillipsburg BOE Sept - 17.docx; ATT00001.htm

Begin forwarded message:

From: "Michael Niznik" <michael.niznik55@gmail.com>
Date: September 25, 2017 at 11:20:55 AM EDT
To: <horne.staci@pburgsd.net>
Cc: <mengucci.james@pburgsd.net>
Subject: SAIF LC survey - Phillipsburg

Staci:

Attached is a copy of the SAIF Loss Control report for Phillipsburg BOE as a result of my recent safety survey. I appreciate the time that you and Sharon spent with me during the survey.

A few recommendations are associated with the report. We would appreciate a response to the recommendations within 60 days of the date of this e-mail. You can use the "Status of Recommendation Compliance" page, (included in the report) to respond.

If there is any additional Loss Control assistance you might need from me moving forward, please let me know.

Best regards,
Michael Niznik
SAIF Loss Control Consultant
T: 888-647-5634
C: [717-877-8186](tel:717-877-8186)

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From: LaForgia.Raffaele <LaForgia.Raffaele@pburgsd.net>
Sent: Friday, November 17, 2017 8:10 AM
To: Mengucci.James; Horne.Staci
Subject: Long Range Facilities Plan

Jim,

Just brainstorming some other projects with Maureen and Greg, here are some others that should be added to the list.

1. Replacing fake walls- PES
2. Gym Ceiling- PES
3. Guidance area remodel- PMS
4. Office remodel- PMS
5. Choir room remodel- PMS
6. Band room remodel- PMS
7. Lecture Area- PES
8. Remove bleachers- PES
9. Playground removal- Freeman and Barber
10. Spackle and Paint rooms- PMS & PES

I'll send you more as we think of them. Thanks.

Raffaele A. LaForgia
Director of Personnel/Staff Development
Phillipsburg School District
908-454-3400
Extension 1021

It's not our job to toughen our children up to face a cruel and heartless world. It's our job to raise children who will make the world a little less cruel and heartless.

-L.R. Knost

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Horne.Staci

From: Horne.Staci <Horne.Staci@pburgsd.net>
Sent: Tuesday, March 6, 2018 6:36 PM
To: Scott Tumminello
Subject: Re: phillipsburg Quotation to move Delaware River PK Pg to a school site

Hi Scott

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Let me know-

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Cc: Scott Tumminello <scott@benshaffer.com>

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Stratos J. Mandalakis, C.P.S.I.

Operations Manager

201-941-4160

<image001.jpg>

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Sent: Wednesday, March 7, 2018 10:50 AM
To: Horne.Staci
Subject: RE: phillipsburg Quotation to move Delaware River PK Pg to a school site

Hi
Great to hear from you , I have another trade show mon/Tuesday next week, how do you look for Thursday the 15th maybe at 11? Hopefully the snow will be cleared up by then

Please confirm

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Sent: Wednesday, March 7, 2018 10:53 AM
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Subject: RE: phillipsburg Quotation to move Delaware River PK Pg to a school site

See you then
Thursday at 1 pm
I look forward to it !

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Sent: Thursday, March 15, 2018 2:46 PM
To: Horne.Staci
Subject: Re: phillipsburg Quotation to move Delaware River PK Pg to a school site

Hi nice seeing you again. I review both sites. There is plenary of room for swings at both Can I put them in the design?

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Thanks!

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On Sep 5, 2017, at 5:57 PM, Scott Tumminello <scott@benshaffer.com> wrote:

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973-294-5970
<http://www.benshaffer.com/products/catalogs>

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From: Strat Mandalakis
[mailto:Strat@corbyassociates.com]
Sent: Monday, July 17, 2017 11:48 AM
To: Horne.Staci@pburgsd.net
Cc: Scott Tumminello <scott@benshaffer.com>
Subject: phillipsburg Quotation to move Delaware River PK Pg to a school site

Dear Staci,

Attached please find a quotation for the removal, transport and immediate reinstallation of an existing playground that we installed in Phillipsburg within the last couple of years.

Please see our Conditions of Regular Installation. Please feel free to contact us with any questions.

Have a great day:

Best,

Stratos

Stratos J. Mandalakis, C.P.S.I.

Operations Manager

201-941-4160

<image001.jpg>

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To: Scott Tumminello
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Sent: Tuesday, March 20, 2018 7:11 PM
To: Horne.Staci
Subject: Re: phillipsburg Quotation to move Delaware River PK Pg to a school site

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Horne.Staci

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Sent: Wednesday, March 21, 2018 8:05 AM
To: Scott Tumminello
Subject: Re: phillipsburg Quotation to move Delaware River PK Pg to a school site

Hi Scott

I think separate would be best.... they can be included on the same quote but separate pricing so if we move forward with one and not the other it makes it easier.

Thanks for your help!

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Horne.Staci

From: Horne.Staci <Horne.Staci@pburgsd.net>
Sent: Friday, April 6, 2018 4:57 AM
To: Troxell.Gregory
Subject: Fwd: Phillipsburg Bd of Ed
Attachments: 6786 Phillipsburg BOE-Barber Quote.pdf; ATT00001.htm; 6785 Phillipsburg BOE-Freeman Quote.pdf; ATT00002.htm

Playground quotes

Begin forwarded message:

From: Scott Tumminello <scott@benshaffer.com>
Date: April 6, 2018 at 12:06:20 AM EDT
To: Horne.Staci <Horne.Staci@pburgsd.net>
Subject: Phillipsburg Bd of Ed

Hi Staci

Attached are the NIPA quote for the 2 school projects , if I combine the 2 projects under 1 quote the pricing will be lower

Please review and let me know if you have any questions

Thank you

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BCI Burke Company, LLC

660 Van Dyne Road, Fond du Lac, WI 54936

Tel (920) 921-9220 Fax (920) 921-9566

www.bci-burke.com



Date: 4/4/2018

Quote #6785

Accepted Approved Quotation,

Terms and Conditions

In coordination with Ben Shaffer Recreation, Inc.

Tel: (973) 663-2021 Fax: (973) 663-4615

To: Phillipsburg Board of Education

50 Sargent Ave

Phillipsburg, NJ 08865

Signed: _____

Date: _____

Project Name: Freeman Site

Project Location: 120 Filmore Street

Phillipsburg, NJ 08865

Prepared by	Estimated Ship Date	Payment Terms		
Jessica Westphal	4-5 weeks after receipt of order	Net 30 Days		
Item	Description	Unit Price	Quantity	Total
PLAY EQUIPMENT	Burke Voltage Structure with Stone Borders and Burke Basic Free Standing Items shown on Proposal #R130-107670-1	51,679.00	1	51,679.00
DISCOUNT	10% National IPA Discount per contract #R170301	(5,167.90)	1	(5,167.90)
DEMO	Remove/Dispose of existing equipment and borders	7,222.22	1	7,222.22
INSTALLATION	Installation of Burke Play Equipment	22,968.44	1	22,968.44
SURFACING	260 CY of Engineered Wood Fiber	6,066.67	1	6,066.67
GEO	Geotextile Fabric for EWF (5 Rolls)	916.67	1	916.67
INSTALLATION	Installation of Geotextile Fabric and EWF Surfacing	5,300.00	1	5,300.00
FREIGHT	Delivery of Burke Equipment	3,395.00	1	3,395.00
FREIGHT	Delivery of surfacing	1,200.00	1	1,200.00
RECEIVE	Receive/Unload	1,250.00	1	1,388.89
TOTAL:				\$ 94,968.99

***Quote is valid for 30 days

Special Notes:

Prices do not include unloading, material storage, site excavation/preparation, removal of existing equipment, removal of excess soil from footing holes, site security, safety surfacing, installation (unless shown in quoted items above) or sales tax (if applicable). Prices are based on standard colors per CURRENT YEAR BCI Burke Catalog. Custom colors, where available, would be an extra charge. Freight charges are predicated on all items being ordered and shipped at the same time.

Jessica Westphal

Sales Support Coordinator,

Title: BCI Burke Company, LLC

Thank you for the opportunity to provide this quote.

We look forward to filling your park & playground needs in the months and years to come!



BCI Burke Company, LLC

"An ISO 9001:2008 and ISO 14001:2004 Certified Company"

660 Van Dyne Road - PO Box 549 - Fond du Lac, WI 54936-0549 - Phone (920) 921-9220 - Fax (920) 921-9566 - www.bci-burke.com

Play That Moves You®

Certified Proposal #R170301-NJ-17484

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Tel (920) 921-9220 Fax (920) 921-9566

www.bcburke.com



Date: 4/4/2018

Quote #6786

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Tel: (973) 663-2021 Fax: (973) 663-4615

To: Phillipsburg Board of Education

50 Sargent Ave

Phillipsburg, NJ 08865

Signed: _____

Date: _____

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PLAY EQUIPMENT	Burke Voltage Structure with Stone Borders shown on Proposal #130-107671-1	66,676.00	1	66,676.00
DISCOUNT	10% National IPA Discount per contract #R170301	(6,667.60)	1	(6,667.60)
DEMO	Remove/Dispose of existing equipment	7,222.22	1	7,222.22
INSTALLATION	Installation of Burke Play Equipment	29,633.78	1	29,633.78
SURFACING	160 CY of Engineered Wood Fiber	3,733.33	1	3,733.33
GEO	Geotextile Fabric for EWF (3 Rolls)	550.00	1	550.00
INSTALLATION	Installation of Geotextile Fabric and EWF Surfacing	3,261.11	1	3,261.11
FREIGHT	Delivery of Burke Equipment	3,395.00	1	3,395.00
FREIGHT	Delivery of surfacing	800.00	1	800.00
RECEIVE	Receive/Unload	1,388.89	1	1,388.89
TOTAL:				\$ 109,992.73

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Jessica Westphal

Sales Support Coordinator,

Title: BCI Burke Company, LLC

Thank you for the opportunity to provide this quote.

We look forward to filling your park & playground needs in the months and years to come!



BCI Burke Company, LLC

"An ISO 9001:2008 and ISO 14001:2004 Certified Company"

660 Van Dyne Road - PO Box 549 - Fond du Lac, WI 54936-0549 - Phone (920) 921-9220 - Fax (920) 921-9566 - www.bcburke.com

Play That Moves You®

Certified Proposal #: R170301-NJ-17483

Horne.Staci

From: Troxell.Gregory <Troxell.Gregory@pburgsd.net>
Sent: Friday, April 6, 2018 9:34 AM
To: Mainhart.Lorraine
Subject: FW: Phillipsburg Bd of Ed
Attachments: 6786 Phillipsburg BOE-Barber Quote.pdf; ATT00001.htm; 6785 Phillipsburg BOE-Freeman Quote.pdf; ATT00002.htm

update

From: Horne.Staci
Sent: Friday, April 6, 2018 4:57 AM
To: Troxell.Gregory <Troxell.Gregory@pburgsd.net>
Subject: Fwd: Phillipsburg Bd of Ed

Playground quotes

Begin forwarded message:

From: Scott Tumminello <scott@benshaffer.com>
Date: April 6, 2018 at 12:06:20 AM EDT
To: Horne.Staci <Horne.Staci@pburgsd.net>
Subject: Phillipsburg Bd of Ed

Hi Staci

Attached are the NIPA quote for the 2 school projects , if I combine the 2 projects under 1 quote the pricing will be lower

Please review and let me know if you have any questions

Thank you

Scott Tumminello CPSI
Ben Shaffer Recreation Inc
Vice President
scott@benshaffer.com
973-294-5970
<http://www.benshaffer.com/products/catalogs>

The GREATEST compliment our team can receive is a REFERRAL.

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BCI Burke Company, LLC

660 Van Dyne Road, Fond du Lac, WI 54936

Tel (920) 921-9220 Fax (920) 921-9566

www.bcburke.com



Date: 4/4/2018

Quote #6785

Accepted Approved Quotation,
Terms and ConditionsIn coordination with **Ben Shaffer Recreation, Inc.**

Tel: (973) 663-2021 Fax: (973) 663-4615

To: Phillipsburg Board of Education
50 Sargent Ave
Phillipsburg, NJ 08865

Signed: _____

Date: _____

Project Name: Freeman Site

Project Location: 120 Filmore Street
Phillipsburg, NJ 08865

Prepared by	Estimated Ship Date	Payment Terms		
Jessica Westphal	4-5 weeks after receipt of order	Net 30 Days		
Item	Description	Unit Price	Quantity	Total
PLAY EQUIPMENT	Burke Voltage Structure with Stone Borders and Burke Basic Free Standing Items shown on Proposal #R170301-1	51,679.00	1	51,679.00
DISCOUNT	10% National IPA Discount per contract #R170301	(5,167.90)	1	(5,167.90)
DEMO	Remove/Dispose of existing equipment and borders	7,222.22	1	7,222.22
INSTALLATION	Installation of Burke Play Equipment	22,968.44	1	22,968.44
SURFACING	260 CY of Engineered Wood Fiber	6,066.67	1	6,066.67
GEO	Geotextile Fabric for EWF (5 Rolls)	916.67	1	916.67
INSTALLATION	Installation of Geotextile Fabric and EWF Surfacing	5,300.00	1	5,300.00
FREIGHT	Delivery of Burke Equipment	3,395.00	1	3,395.00
FREIGHT	Delivery of surfacing	1,200.00	1	1,200.00
RECEIVE	Receive/Unload	1,250.00	1	1,388.89
		TOTAL:		\$ 94,968.99

***Quote is valid for 30 days

Special Notes: Prices do not include unloading, material storage, site excavation/preparation, removal of existing equipment, removal of excess soil from footing holes, site security, safety surfacing, installation (**unless shown in quoted items above**) or sales tax (if applicable). Prices are based on standard colors per CURRENT YEAR BCI Burke Catalog. Custom colors, where available, would be an extra charge. Freight charges are predicated on all items being ordered and shipped at the same time.

Jessica Westphal

Sales Support Coordinator,

Title: BCI Burke Company, LLC

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Play That Moves You®

Certified Proposal #R170301-NJ-17484

BCI Burke Company, LLC

660 Van Dyne Road, Fond du Lac, WI 54936

Tel (920) 921-9220 Fax (920) 921-9566

www.bciburke.com



Date: 4/4/2018

Quote #6786

Accepted Approved Quotation,

Terms and Conditions

In coordination with **Ben Shaffer Recreation, Inc.**

Tel: (973) 663-2021 Fax: (973) 663-4615

To: Phillipsburg Board of Education

50 Sargent Ave

Phillipsburg, NJ 08865

Signed: _____

Date: _____

Project Name: Barber Site

Project Location: 50 Sargent Ave

Phillipsburg, NJ 08865

Prepared by Jessica Westphal		Estimated Ship Date 4-5 weeks after receipt of order		Payment Terms Net 30 Days	
Item	Description	Unit Price	Quantity	Total	
PLAY EQUIPMENT	Burke Voltage Structure with Stone Borders shown on Proposal #130-107671-1	66,676.00	1	66,676.00	
DISCOUNT	10% National IPA Discount per contract #R170301	(6,667.60)	1	(6,667.60)	
DEMO	Remove/Dispose of existing equipment	7,222.22	1	7,222.22	
INSTALLATION	Installation of Burke Play Equipment	29,633.78	1	29,633.78	
SURFACING	160 CY of Engineered Wood Fiber	3,733.33	1	3,733.33	
GEO	Geotextile Fabric for EWF (3 Rolls)	550.00	1	550.00	
INSTALLATION	Installation of Geotextile Fabric and EWF Surfacing	3,261.11	1	3,261.11	
FREIGHT	Delivery of Burke Equipment	3,395.00	1	3,395.00	
FREIGHT	Delivery of surfacing	800.00	1	800.00	
RECEIVE	Receive/Unload	1388.89	1	1,388.89	
TOTAL:				\$ 109,992.73	

***Quote is valid for 30 days

Special Notes:

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Play That Moves You®

Certified Proposal #: R170301-NJ-17483

Horne.Staci

From: Troxell.Gregory <Troxell.Gregory@pburgsd.net>
Sent: Thursday, April 19, 2018 7:28 AM
To: Mainhart.Lorraine
Subject: FW: Phillipsburg Bd of Ed
Attachments: 6786 Phillipsburg BOE-Barber Quote.pdf; ATT00001.htm; 6785 Phillipsburg BOE-Freeman Quote.pdf; ATT00002.htm

update

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Horne.Staci

From: Horne.Staci <Horne.Staci@pburgsd.net>
Sent: Friday, April 27, 2018 11:19 AM
To: Mainhart.Lorraine
Subject: BF Agenda 4 24 2018 minutes
Attachments: BF Agenda 4 24 2018 minutes.docx

Minutes attached

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PHILLIPSBURG SCHOOL DISTRICT

Budget & Finance Committee

BUDGET & FINANCE MEETING

Tuesday, April 24, 2018

7:00 P.M.

AGENDA

1. **County Office Budget Review Questions-** Reviewed list of questions received from county office regarding Tentative Budget. Most were clarification of projects for the upcoming year. No question required a line item adjustment. Budget will be advertised in Express Times on Tuesday, May 1st.
2. **Auditor Spring Forecast Review—** Our auditor was on site Monday, April 23rd to review board secretary reports and 18-19 budget. Discussion centered on unspent current year funds that could be deposited into reserve accounts such as capital, maintenance, tuition, and emergency. A review of the five year facilities plan shows the need to continue to build capital reserve to continue necessary building updates.
3. **Source for Teacher & Mission One Contracts-** Fill rates and staffing were reviewed. An agenda item approving a one year extension will be completed for the next board meeting. There is no increase to the current rates.
4. **Visitor Management Software-** Three products are under review. Each program scans visitor identification and completes a simple background check. Additional information will be provided when vendor is selected.
5. **Playground Quotes-** Greg included in the Friday update quotes for the replacement of the playground equipment at Freeman Elementary and the Education Center. Approximate cost is \$195,000.00. Board discussion will continue.
6. **Current Bid/RFP's-** Attorney, Security, Food Service- RFP for attorney is due Wednesday at 10:00 am. Security is due Wednesday, May 2nd at 1:00 pm. Food Service is being prepared for fixed-price bid and should be advertised within the next week.
7. **Questions/Concerns/Open Forum-** None

Meeting adjourned at approximately 9:30 pm

From: sharon cooper <pea-llc@comcast.net>
Sent: Wednesday, May 23, 2018 3:47 PM
To: Staci, Horne.
Subject: Loss Control Survey
Attachments: Survey - 17.Phillipsburg BOE Sept - 17 revised.docx

Hi, Staci,

I have attached a copy of Mike Niznik's loss control survey report from September, 2017. As you can see, there were several recommendations from 2015 which were not resolved when he did the survey in 2017. I have heard that the State of New Jersey has been out recently checking to make sure playgrounds for public entities are safe. Your playgrounds, especially the Freeman School and the elementary school have recommendations that should have been complied with before 2017, but hopefully they have been now. As you can see, Mike's recommendation for Freeman School was to dismantle and dispose of the equipment. It is my recommendation that the Administration playground should also be brought into compliance or dismantled. .

These recommendations need immediate attention. Now that school will be out for the summer in a few weeks, perhaps the building and grounds employees can take a few days and dispose of the equipment that was in disrepair in 2015. SAIF is looking to have these recommendations corrected, as well as the recommendations for the high school.

Please let me know when I can report to SAIF that the recommendations have been completed. Obviously, your goal is to keep the children safe, and this is an easy (or at least relatively easy) fix.

Thanks

Sharon



September 21, 2017

Attention: Staci Horne, Business Administrator/Board Secretary
Phillipsburg School District
50 Sargent Street
Phillipsburg, NJ 08865-1520

Re: Survey of District Facilities and Playgrounds

Dear Staci:

I would like to thank you and Sharon Cooper for accompanying me during my recent safety survey of the Phillipsburg School District. The survey was part of the regular service that SAIF provides to its members in an effort to minimize exposures and reduce losses. As you know, it is important for everyone to be proactively involved if our combined safety efforts are to be effective. During the survey, the following items were addressed:

- Loss history discussed
- All school facilities surveyed
- Playground surveys completed
- Current SAIF initiatives reviewed
- Loss Control procedures discussed

As you are aware, as of October 2007, all public playgrounds in the State of New Jersey should be in compliance with the Playground Safety Guidelines established by the Consumer Product Safety Commission. The statute will be enforced by the New Jersey Department of Community Affairs. As a service to all SAIF members, SAIF is providing playground inspections by a Certified Playground Safety Inspector to help identify any possible deficiencies. As a certified inspector, I completed those inspections during my visit.

The 2010 ADA statute which impacts playgrounds came into effect on March 15th, 2011. The statute requires that entities making changes to public playgrounds have a plan in place to address compliance with the statute by March 15, 2015. An assessment was completed of your playgrounds to identify items that should be incorporated into your ADA plan.

SAIF would like to remind you of additional programs that are available to assist you with your Loss Control efforts. These include:

- SAIF website (www.saifund.com) with Loss Control information available under the "Members Only" section. This information includes handouts, checklists, reference material, and other Loss Control services.
- The MEL website (www.njmel.org) made available by SAIF to provide you with free video rental and PEOSHA training.
- STOPit web site (<http://stopiteyberbully.com>) to address bullying.
- SafeSchools online PEOSHA training (www.SafeSchools.com).
- CAIR program for checking a driver's Motor Vehicle Registration Reports.
- Human Resource Helpline assistance.

As a result of my survey, a few recommendations were developed and are attached to the end of this report. The recommendations have been identified as either "Urgent" (U), "Important" (I), or "Program Improvement" (PI).

The following are our definitions of the recommendation rankings:

- Urgent (U): Refers to situations of "imminent danger" or "critical safety / health issues" which might be expected to cause death or serious physical harm if left unaddressed.
- Important (I): Encompasses regulatory concerns or exposures that would be expected to cause injury to employees or the general public if left unaddressed.
- Program Improvement (PI): Encompasses suggestions related to safety, process improvements, or management practices that would improve the overall safety, quality, and effectiveness of the organization.

I would again like to thank you for your help and cooperation with our Loss Control efforts. SAIF would appreciate a response regarding recommendation compliance within 60 days of the date of this e-mail. The attached "Status of Recommendation Compliance" form should be returned to me to document your efforts. I can be reached via e-mail at mniznik@saifund.com or by telephone at 888-647-5634 if you have any questions.

Sincerely,

Michael Niznik

Michael Niznik ARM, CPCU, CPSI
SAIF Loss Control Consultant

Cc: PEGAS

Cc: Public Entity Advocates

File

"SAIF recently conducted a survey of your facilities as a part of our loss prevention efforts. In conducting this survey, we attempted to identify conditions that appear to be hazardous. It is possible that some conditions may have been overlooked. In addition, even when reported hazards have been corrected, damages or injuries may still occur. It is our hope that if hazards identified in this report are eliminated, the premises and operations will be safer for employees and members of the public."

RECOMMENDATIONS

Recommendations beginning with 9 and 15 are prior-year recommendations.

Recommendations beginning with 17 are current-year recommendations.

Playground Recommendations (Apply to All Playgrounds, Administrative Office, and Early Childhood Center)

15-01: Labels should be mounted on all playground equipment to address changes in the playground statute requirements. Some warnings are already in place. You should contact your playground supplier or manufacturer's representative to obtain all required labels. Labels required include the following:

- Appropriate age group for which the equipment is designed (i.e. 2 to 5 years-of-age or 5 to 12 years-of-age)
- The need for "Adult Supervision at All Times"
- Label communicating the hazard associated with hood and neck drawstrings entanglement, and accessories around the neck, as a means to minimize strangulation exposures.
- Label communicating the hazard associated with the wearing of bicycle helmets on playground equipment
- Label communicating the hazard associated with "hot play surfaces"
- Label communicating the hazard associated with hard surfaces such as packed earth, grass, concrete, or asphalt
- The name and contact information of the equipment manufacturer (PI)

15-02: Playground aides should undergo **annual** documented safety training regarding:

- Age appropriateness of equipment
- Safe use procedures
- Playground hazards and how to report unsafe conditions
- The District's discipline policy
- How to best supervise and discipline children

To assist you in this regard, I have attached a list of playground rules to the end of this report, entitled "**Playground Aide Orientation & Training.**" Feel free to use this list as part of your in-service program to train playground aides. An on-line training session is also available, at no cost to the district, through SafeSchools at www.safeschools.com. (PI)

15-03: Documented playground inspections should be conducted by designated staff members. Checking the depth of mulch should be part of the documentation. The inspection should be signed and dated to verify that it takes place at least weekly. Grounds personnel normally involved with grass cutting and related duties, or playground aides, could be personnel assigned to handle the task. Appendix A of the Consumer Product Safety Commission Playground Safety Guidelines does have a sample inspection list. SAIF can also provide a sample inspection form at your request. (PI)

15-04: Engineered wood fiber (mulch) should be maintained at the 9-inch to 12-inch level at the playgrounds. I would suggest that support posts of the equipment be marked with paint or magic marker at the 12-inch level and the 9-inch level as a gauge for the proper depth needed. The 12-inch mark would be for new uncompacted mulch (engineered wood fiber). The 9-inch mark would be for compacted mulch. String lines or bungee cords can be periodically run to check for low points. Mulch should be replenished as needed. Areas under and around equipment that have the potential for falls (i.e. overhead ladders, climbing walls, swing sets, slide poles, etc) should be provided with mulch levels between the 9-inch to 12-inch level. The reason is that 70% of all playground injuries are due to falls to the ground surface. (I)

NOTE: Certification should be obtained from the engineered wood fiber supplier that the mulch meets ASTM F2075. A critical height of seven feet is needed for the playground. Documentation should also

be provided from the supplier as to the required level of mulch (i.e. 9 inches) needed to attain the seven foot critical height, as per ASTM F1292.

Phillipsburg Elementary School (grades 3, 4, and 5)

09-10: The gymnasium bleachers have no handrails. The bleachers are not very high (less than five feet), but the District should be aware that they are not in compliance with the Consumer Product Safety Guideline recommending that bleachers over 30 inches in height should be equipped with guardrails. (PI)

Freeman Elementary School

17-01: A number of issues exist with this playground. The school is currently up for sale so no classes are held at this location. Equipment is damaged/vandalized, two swings are missing, two remaining swings need to be replaced, mulch levels are not maintained, weeds have overgrown the playground, equipment is not in compliance with the current playground statute, and equipment is not ADA compliant. It would be in the best interest of the District to dismantle and dispose of the playground equipment. (I)

Phillipsburg Primary School – Municipal Playground

17-02: The bolts in the brackets along the top rail of the swing set have been installed upside down. The threads and nuts need to be in a downward position. The nuts currently create an entanglement exposure because the vertical height of the nut is greater than 1/8 inch. The bolts should be turned 180 degrees to allow the threads to be pointed in a downward position. (I)

*Note: It is understood that the playground is owned and maintained by the city. For the safety of the children, I feel it is important to note recommendations that would bring the playground into compliance with the New Jersey playground statute. The recommendation should be forwarded to city officials.

Administrative Office (formerly Barber Elementary School)

17-03: Weeds have overgrown the playground. Weeds should be removed, a weed barrier should be installed, and new mulch should be installed. (I)

17-04: The outdoor carpet next to the overhead ladder is worn and torn in multiple locations. The carpet should be replaced. (I)

17-05: The rubber pad on the teeter-totter is worn and the metal is exposed. The rubber pad should be replaced. (PI)

17-06: Overhead rings, that were part of the composite structure, have been removed due to wear and damage. The rings should be replaced.

In addition, recommendations 15-01, 15-02, 15-03, 15-04 noted above need to be addressed at this location.

Due to the fact that the building is no longer used as a school, multiple upgrades need to be made to bring this playground into compliance. In its current state, the playground is more of an attractive nuisance; the District should entertain the possibility of dismantling this playground given the number of other play sites located around the city. (PI)

Early Childhood Center

Recommendations 15-01, 15-02, and 15-03 noted above need to be addressed at this location.

Special Services (formerly Andover Morris Elementary School)

No recommendations.

Alternative School (Howell)

No recommendations; building is currently closed.

High School

- 17-07: The Wet Chemical extinguishing system over the cooking surfaces in the kitchen were last inspected in August of 2016. The system needs to be inspected every 6 months. (PI)
- 17-08: The portable Wet Chemical extinguisher in the kitchen (silver extinguisher) was last serviced in August of 2016. This extinguisher needs to be inspected by an outside contractor annually. (PI)
- 17-09: A number of eye wash and shower stations exist around the school (i.e. science classrooms, agriculture greenhouse, wood shop, auto shop, etc.) The eye wash and shower stations should have documented testing of the units as per ANSI/ISEA Z358.1 1-2014. A record should be maintained noting the date of the inspection and the name of the testing individual. (PI)
- 17-10: Multiple fire doors throughout the school were not equipped with magnetic release parts. All fire doors should be checked and every fire door should have a magnetic release. (PI)
- 17-11: The drill presses in the Auto Body Shop should be secured to the floor with bolts. In addition, they should be equipped with a retractable guard that encloses the chuck and drill bit or a half-moon Plexiglas shield. (I)
- 17-12: As a reminder to the District, the hydraulic lifts in the Auto Body Shop will be coming up for re-certification in November 2017 for their lift capacity. Annual lift certification by an outside contractor is required. (PI)
- 17-13: The storage room for the wood props used on the stage should not interfere with access to the electrical and HVAC units. Electrical and HVAC units should have a 3-foot clear space, preferably marked with yellow paint on the floor. (PI)
- 17-14: The kiln room in the Art classroom had a portable extinguisher that was last serviced in May of 2016. Portable extinguishers should be serviced by an outside contractor on an annual basis. (PI)
- 17-15: The Art storage room had a couple of ceiling tiles that had fallen and were in need of replacement. (PI)
- 17-16: The Administrative staff was using treadmills in the exercise room at a time when it was being occupied by students. In addition, one of the staff members was wearing sandals while using the treadmill. If the District has decided to allow staff members to use exercise equipment, it should only be allowed after school hours when students are not present. Also, there should be a mandatory requirement that only sneakers, or other approved exercise footwear, should be allowed. No flip-flops, sandals, or street footwear should be allowed. (I)
- 17-17: Carbon monoxide detectors need to be installed in required rooms, as per the recent state statute. The local fire code enforcement individual should be consulted regarding placement of the detectors. Detectors are not required in the room that generates carbon monoxide due to potential issues with false alarms (i.e. boiler room, science classrooms equipped with gas burners, kitchens using gas appliances, Home Economics classrooms using gas ovens, etc.). Detectors are required in the hallway outside of rooms generating carbon monoxide. Detectors are required in occupied rooms (not storage rooms) that adjoin rooms that generate carbon monoxide. Detectors are also required in rooms that are above and below rooms that generate carbon monoxide. The detectors can be battery-operated, plug-in, or hard-wired. Carbon monoxide detectors shall be manufactured, listed, and labeled in accordance with UL 2034. The units should be installed and maintained in accordance with NFPA 720. Carbon monoxide systems shall be listed in accordance with UL 2075. The effective date of the statute is September 3, 2017. (I)

Status of Recommendation Compliance

In order for SAIF to update the status of the recommendations, we are requesting that this form be returned to our office within 60 days of the date of this letter. This form can be mailed, faxed, or e-mailed to the following address:

SAIF c/o Michael Niznik
100 Hillside Road
Mechanicsburg, PA 17050
Fax: 717-766-4450
E-mail: mniznik@saifund.com

1) RECOMMENDATIONS COMPLETED (Indicate by recommendation number):

2) RECOMMENDATIONS NOT COMPLETED (Indicate by recommendation number and date of estimated completion):

3) RECOMMENDATIONS THAT NEED FURTHER CLARIFICATION OR DISCUSSION (Indicate by recommendation number):

4) RECOMMENDATIONS THAT ARE BUDGET ITEMS (Indicate by recommendation number):

Signature: _____ Title: _____

School District: _____ Date: _____

From: Horne.Staci <Horne.Staci@pburgsd.net>
Sent: Wednesday, May 23, 2018 4:21 PM
To: Troxell.Gregory; Mengucci.James
Subject: Fwd: Loss Control Survey
Attachments: Survey - 17 Phillipsburg BOE Sept - 17 revised.docx; ATT00001.htm

Begin forwarded message:

From: sharon cooper <pea-llc@comcast.net>
Date: May 23, 2018 at 3:47:03 PM EDT
To: "Staci, Horne." <home.staci@pburgsd.net>
Subject: Loss Control Survey
Reply-To: sharon cooper <pea-llc@comcast.net>

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Thanks

Sharon

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Horne.Staci

From: LaForgia.Raffaele <LaForgia.Raffaele@pburgsd.net>
Sent: Thursday, May 24, 2018 8:13 PM
To: Troxell.Gregory; Kehoe.Maureen; Horne.Staci
Subject: BG Agenda may 24 2018.docx
Attachments: BG Agenda may 24 2018.docx

See the attached minutes for building and grounds meeting.

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PHILLIPSBURG SCHOOL DISTRICT

Building & Grounds Committee

14. Playground

- **Notice from Insurance Company to remove completely or update**
- **\$95,000 at Freeman to replace**
- **\$105,000 at Barber to replace**
- **Committee recommendation is to remove both**

15. Howell School Update

- **Approval to sell from the state**

16. Questions/Concerns/Open Forum

- **Signs at all schools "School Zone" (Especially PES)-Dr. Troxell will talk to Mr. Barsony**
- **Using the bus garage as a maintenance/paper building**
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PHILLIPSBURG SCHOOL DISTRICT

Building & Grounds Committee

6. Grass Contracts-

- PAC site; PHS; - Jerry Gross
- PMS/Maloney will be done by us

7. Pottery Classroom at PHS

- PEOSHA visit on Wednesday, May 30, 2018
- Interviewing teachers
- Silica dust concerns
- Two air handlers already installed
- Whatever PEOSHA recommends, we must follow

8. Phillipsburg Primary School-

- Keep Modulares; Investigate Walkway; Addition
- A new school would be too much of a tax burden on the community
- Consider updating modular or add an addition

9. Security Doors-

- PES and PPS- getting quotes
- Setting up man trap with dual buzzers

10. Security Cameras-

- Quote of \$210,000 for cameras around the district
- Expense for storage of videos for 31 days is \$75,000-\$80,000

11. Storage Barns- PHS

- Discussion of different options with prices

12. PES Gym

- Take down the partition and paint ceiling and walls
- Refinish floor
- New padding around entire room

13. PPS Cafeteria

- New pocket wall tables installed, painted



PHILLIPSBURG SCHOOL DISTRICT

Building & Grounds Committee

Buildings & Grounds
Thursday, May 24, 2018
6:00 P.M.

AGENDA

Committee: Jim Shelly, Bernie Brotzman, Peter Marino, James Mengucci, Staci Horne, Maureen Kehoe, Greg Troxell, Raffaele LaForgia

1. Fieldhouse- Certificate of Occupancy Issued
 - The building is open and functioning
 - Bathrooms Open 6AM to 7PM, 7 days a week
 - Security cameras installed with sign saying under video surveillance
2. Turf bid
 - Timeline; Copy of Bid Spec Available
 - Reviewed blue prints
 - Track resurface bid
 - Bids for Turf are due July 11th @ 11 AM
 - Requesting estimate for maintaining current field
3. Pool update
 - Quote received to do remaining part of the pool. \$404,000, includes pump room and concrete
 - On June 11th board agenda for approval
4. PMS Phase 4
 - Copy of Plans provided for furniture and set up.
 - State approval with kick off meeting next week.
5. Edison Energy- PHS; ECLC
 - Two professional services contracts to provide complete inspection of ECLC HVAC and boilers
 - PHS-boiler issues and roof top units
 - PHS- Replaced bulbs with lower wattage on parking lot lamps to save money

Horne.Staci

From: Troxell, Gregory <Troxell.Gregory@pburgsd.net>
Sent: Thursday, May 31, 2018 7:08 AM
To: Zagra, Timothy
Attachments: Buildings and Grounds Comm 5 24 2018 Minutes.docx

Tim,

I know I promised you a copy of the minutes from last week's B/G Meeting. Please find attached -- if you have any specific questions, please give me a call! Have a nice day.

Gregory A. Troxell, Ed.D.
Superintendent of Schools
Phillipsburg School District
50 Sargent Avenue (formerly Barber School)
Phillipsburg, NJ 08865
(908) 454-3400 (Ext. 1011)

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PHILLIPSBURG SCHOOL DISTRICT

Building & Grounds Committee

Buildings & Grounds Thursday, May 24 , 2018 6:00 P.M. MINUTES

Committee: Jim Shelly, Bernie Brotzman, Peter Marino, James Mengucci, Staci Horne, Maureen Kehoe, Greg Troxell, Raffaele LaForgia

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PHILLIPSBURG SCHOOL DISTRICT

Building & Grounds Committee

14. Playground

- Notice from Insurance Company to remove completely or update
- \$95,000 at Freeman to replace
- \$105,000 at Barber to replace
- Committee recommendation is to remove both

15. Howell School Update

- Approval to sell from the state

16. Questions/Concerns/Open Forum

- Signs near at all schools "School Zone" (Especially PES)-Dr. Troxell will talk to Mr. Barsony
- Using the bus garage as a maintenance/paper building

From: LaForgia.Raffaele <LaForgia.Raffaele@pburgsd.net>
Sent: Wednesday, June 13, 2018 8:28 AM
To: Troxell.Gregory
Subject: RE: THIS SHOULD BE GOOD

ok

Raffaele A. LaForgia
Director of Personnel/Staff Development
Phillipsburg School District
908-454-3400
Extension 1021

It's not our job to toughen our children up to face a cruel and heartless world. It's our job to raise children who will make the world a little less cruel and heartless.

-L.R. Knost

From: Troxell.Gregory
Sent: Wednesday, June 13, 2018 8:17 AM
To: LaForgia.Raffaele <LaForgia.Raffaele@pburgsd.net>
Subject: THIS SHOULD BE GOOD

Parents / Community Members,

Unfortunately, based upon a safety survey that was conducted by a Loss Control Consultant for our insurance carrier, the playgrounds at the Education Center (previously Barber School) and the new Municipal Building (previously Freeman School) will be dismantled by Phillipsburg School District personnel.

The safety survey was completed as part of the regular service that our insurance company provides to its members in an effort to minimize exposures and reduce losses. The Consultant wrote the following about the playgrounds:

- **No classes are held at these locations;**
- **Equipment is damaged/vandalized;**
- **Swings are missing;**
- **Numerous safety concerns;**
- **Equipment is not ADA compliant or in compliance with current playground statute(s);**
- **The recommendation is to dismantle and dispose of the playground equipment.**

At this point, the District has not made a decision about replacing the playground at the Education Center (previously Barber School). Since the Municipal Building (previously Freeman School) will be sold when the Town of Phillipsburg vacates the property, there are no plans or discussion about replacing that playground.

As always, we appreciate your understanding!

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Horne.Staci

From: Horne.Staci <Horne.Staci@pburgsd.net>
Sent: Tuesday, June 26, 2018 11:31 PM
To: Scott Tumminello
Subject: Re: Phillipsburg Bd of Ed

Hi Scott

At this point we're going to pull the playgrounds out of Freeman and Barber schools and dispose of them. Not sure yet what will happen after that. Still waiting to see what the board decides. I'll let you know as soon as I hear something. Thanks for checking back!

Staci

On Jun 26, 2018, at 11:17 PM, Scott Tumminello <scott@benshaffer.com> wrote:

Hi

Happy summer break!

Just thought I would check back to see if you have any questions...

Please send me an update

Thanks

Scott Tumminello CPSI

Ben Shaffer Recreation Inc.

Vice President

scott@benshaffer.com

973-294-5970

<http://www.benshaffer.com/products/catalogs>

<image001.png>

The GREATEST compliment our team can receive is a REFERRAL.

From: Horne.Staci <Horne.Staci@pburgsd.net>

Sent: Wednesday, May 9, 2018 2:05 PM

To: Scott Tumminello <scott@benshaffer.com>

Subject: RE: Phillipsburg Bd of Ed

Hi Scott-

Just letting you know that we're still talking about all of this.... No decision as of yet so I didn't want you to think I forgot about you. I'll let you know as soon as they decide.

Thanks!

-Staci

From: Scott Tumminello [<mailto:scott@benshaffer.com>]

Sent: Tuesday, April 10, 2018 11:08 PM

To: Horne.Staci <Horne.Staci@pburgsd.net>

Subject: Phillipsburg Bd of Ed

Hi Staci

Just checking in to see your thoughts on the playground proposals? I will be out of town the rest of the week at a certification class but will be checking my emails throughout the day
Hope to hear from you soon

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From: Scott Tumminello <scott@benshaffer.com>
Sent: Wednesday, June 27, 2018 8:22 AM
To: Horne.Staci
Subject: RE: Phillipsburg Bd of Ed

Thanks for the update, good call on the removal /disposal as they are currently a liability. Moving forward please let me know if I can assist with anything – redesigns, site meeting...
Enjoy your summer!!!

Scott Tumminello CPSI
Ben Shaffer Recreation Inc
Vice President
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