

Safety Committee Meeting Minutes July 22, 2019

Safety meeting was called to order at 9:00 A.M. by the Committee Chairperson, Fred Richter.

Members present: Committee Chairman Fred Richter; Eric Briggs, Superintendent of Schools; Peggy Guzik, Secretary to the Superintendent and HR Coordinator; Jessica Watson. Jr. Sr. High School Counselor and Mark Jannone, Business Manager.

Members not present: Corrin Rockwell, Elementary Counselor and Jaye Chilson, Cafeteria Worker.

Minutes: Motion made to approve the minutes of the June 24, 2019 meeting. **Voice vote: All members present voted yes.**

Unresolved Old Business:

- **Student parking lot traffic pattern:** Considering traffic flow in the HS student parking lot be one-way flow, flowing counterclockwise as you are looking at it from the locker room doors. Maintenance is going to put road barriers to divert traffic forcing the vehicles to enter and exit the lot perpendicularly. There will be no through traffic in the two lanes closest to the High School building. We will monitor the lot to see if these measures improve the flow of traffic.

New Business:

- **Walkthrough inspection:** Official walkthrough conducted prior to this meeting using a new checklist as recommended by our insurance company. Copy of each building's completed checklist will be kept on file.
- **Student Arrival at the High School:** In an effort to improve the safety and security of our students and staff, Mr. Jacopetti has offered to test a new arrival process. Starting this year, when students are dismissed from the buses at arrival, they will have the option of going to breakfast in the cafeteria, or going to homeroom. They may also go to the cafeteria to get breakfast and take it to homeroom to eat. Students must choose one of the above options as they will not be permitted to loiter in the lobby or hallways.
- **Band Hallway Door:** Mr. Jannone informed the committee that Mrs. MacWhinnie, HS Band teacher, passed on a concern. She indicated that the exterior entrance to the band hallway presents a safety hazard. She explained that during heavy rains, the runoff flows down the driveway and under the door causing the end of the hallway floor to get wet, which produces a potential slip hazard. The maintenance team will create a diversion ditch and install a catch basin to eliminate this issue.
- **Employee injuries:**
 - Custodian fell while climbing down a ladder. Missed the last step causing a fall. Report only. No medical needed.
- **Student injuries (due to a safety defect):**
 - None.

Other concerns: None

Next meeting is scheduled for **August 15, 2019** at **8:10 AM** in the Administrative conference room.

Respectfully Submitted,



Mark Jannone

Business Manager / Committee Secretary