

Safety Committee Meeting Minutes December 19, 2019

Safety meeting was called to order at 8:10 A.M. by the Committee Chairperson, Fred Richter.

Members present: Committee Chairman Fred Richter; Peggy Guzik, Secretary to the Superintendent and HR Coordinator; Jaye Chilson, Cafeteria Worker and Mark Jannone, Business Manager.

Members not present: Eric Briggs, Superintendent of Schools; Corrin Rockwell, Elementary Counselor and Jessica Watson. Jr. Sr. High School Counselor.

Minutes: Motion made to approve the minutes of the November 21, 2019 meeting. **Voice vote: All members present voted yes.**

Unresolved Old Business:

- None

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.
- **Employee injuries:** Reports were discussed in an effort to eliminate the root cause of the injury or devise corrective actions to prevent the injury.

Employee Group	Elementary Campus	High School Campus
Administration	None	None
Athletic Staff	None	None
Cafeteria	None	None
Paraprofessional	1 Report Only	None
Professional	None	None
Other Support Staff	None	None

- **Student injuries (due to a safety defect):**
 - o None.

Other concerns: It was reported that the elementary parking areas along the "woodline" and by the greenhouse were not sufficiently cleared of ice on the morning of December 18. Mr. Richter indicated that he had conveyed that to our winter maintenance contractor and it was subsequently cleared.

Next meeting is scheduled for **January 16, 2020** at **8:10 AM** in the Administrative conference room.

Respectfully Submitted,



Mark Jannone

Business Manager / Committee Secretary