

Safety Committee Meeting Minutes November 16, 2023

Safety meeting was called to order at 8:15 A.M. by the Committee Chair, Fred Richter.

Members present: Fred Richter, Committee Chairman; Corrin West, Elementary Counselor; Asti Tillotson, Food Service Director; Jessica Watson, Jr. Sr. High School Counselor and Mark Jannone, Business Manager.

Members not present: Dr. Amy Martell, Superintendent of Schools and Brandie Frye, Secretary to the Superintendent & HR Coordinator.

Minutes: By roll call, all members present voted yes to approve the minutes from the October 19, 2023 meeting.

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. (F) = indicates that an investigation form was completed and is on file.

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

Other concerns:

Mr. Jannone informed the committee that as a result of a risk audit, we are now asking committee members to document any concern that is brought to a committee member, at the time it is brought. To accomplish this, they are to send an email to Mr. Jannone or Mr. Richter that describes the concern ASAP after they are made aware of the concern. It will likely be dealt with immediately and then later discussed at the next meeting.

Next meeting is scheduled for **December 21, 2023 at 8:15 AM** via Zoom.

Respectfully Submitted,



Mark Jannone

Business Manager / Committee Secretary