

Safety Committee Meeting Minutes March 21, 2024

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

Members present: Fred Richter, Committee Chairman; Dr. Amy Martell, Superintendent of Schools; Brandie Frye, Secretary to the Superintendent & HR Coordinator; Asti Tillotson, Food Service Director; Corrin West, Elementary Counselor and Mark Jannone, Business Manager.

Members not present: Jessica Watson, Jr. Sr. High School Counselor

Minutes: By roll call, all members present voted yes to approve the minutes from the February 15, 2024 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	None	None
Professional	None	None
Other Support Staff	None	None

Other concerns:

- CM Regent has clarified that the safety committee annual training that we participate in is for the CURRENT year. Initially, we contemplated doing our annual training after July 1st to be compliant for the each current school year, but that will not fit the timeline for our state application so we will continue to do the trainings in the spring. Annual training links will be sent via email.
- We were informed that the Department of Labor and Industry's definition of a quorum is "half plus one" so with a committee of 7, we would need 5 for a quorum. In light of that, we intend to eliminate one member to cut our committee down to 6 so that 4 is a quorum. In order to do that and still make it easier to make a quorum over the summer months, we are proposing to eliminate the High School Counselor seat.

Next meeting is scheduled for **April 18, 2024** at **8:15 AM** via Zoom.

Respectfully Submitted,



Mark Jannone

Business Manager / Committee Secretary