

**Safety Committee Meeting Minutes November 21, 2024**

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; Brandie Frye, Secretary to the Superintendent & HR Coordinator; Asti Tillotson, Food Service Director; Dr. Amy Martell, Superintendent of Schools and Mark Jannone, Business Manager.

**Members not present:** None.

**Minutes:** By roll call, all members present voted yes to approve the minutes from the October 17, 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.

<b>Employee Group</b>	<b>Elementary Campus</b>	<b>High School Campus</b>
Administration	None	None
Athletic Staff	None	None
Cafeteria	None	None
Paraprofessional	None	None
Professional	1 Medical	None
Other Support Staff	None	1 Report Only

**Other concerns:**

- None

Next meeting is scheduled for **December 19, 2024 at 8:15 AM** via Zoom.

Respectfully Submitted,



Mark Jannone

Business Manager / Committee Secretary