**SAFETY COMMITTEE RECORD OF MINUTES**

Chairperson: Matt McCahan Date: November 30, 2018

 Time: 2:00 p.m.

Present: Emily Mervin, Sharon Aller, Wendy Gates, Jerry Shoemake, Lori Arcq, Matt McCahan. Absent: Lisa Rankin, Sarah Morrow, Anita Brumbaugh

Note: Meeting scheduled for November 15 was cancelled due to a snow day.

October minutes reviewed. Two mats have been placed in front of the dishwashing area and a mat has been placed in front of the oven in the high school kitchen.

Lori mentioned that employees in the elementary kitchen are cold. Emily will check the computer and see what temperature is set at. Mr. Shoemake also mentioned the constant opening of the walk-in freezer could be contributing to the drop in temperature.

Elementary school held a fire drill today. There was a communication error with the alarm. Maintenance will check on situation. May possibly need to call Dobil Company.

Lori mentioned the possibility of a mold issue at the elementary school. No mold has been found and no issues have been reported to the maintenance staff. Situation will be investigated.

Mr. McCahan stated that Dr. Dawson gave the ok to purchase master keys for subs. Emily to check with Dr. Dawson and Lisa.

Lori inquired about training for support staff on NIMS. (National Incident Management). Mr. Shoemake said he would look into this for an upcoming in-service day.

Brief discussion on the numbering of the entrance doors into the buildings. Numbers were purchased a few years ago by the Education Foundation.

Next meeting – December 14, 2018 @ 2:00 p.m.

Meeting adjourned at 2:18 p.m.

Secretary Signature: Emily Mervin