**SAFETY COMMITTEE RECORD OF MINUTES**

Chairperson: Matt McCahan Date: August 14, 2019

 Time: 2:00 p.m.

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

Previous minutes approved.

Review findings of the building walk-throughs and gave updates:

Elementary:

1. Items found stacked to high on top of a refrigerator in a classroom.
2. Door used when students are going in/out for recess sticks. (on going issue)
3. Bus loading area was not visibly marked – Mr. Heath has signs ordered.
4. Office does not use visitor badges.
5. Copy Room - Door should be locked at all times due to exposed wiring.
6. Joe’s maintenance area – doors need to be locked at all times due to chemicals and supplies in the area.
7. Playground needs mulch (delivered July 15)
8. Note for next year: Walk thru should be done before summer cleaning begins.

All items corrected. Mr. Heath will have signs posted before the start of school (item #3).

Middle School/High School:

1. Door in shop hall sticks. (on-going issue)
2. Need to order three eye wash stations for shop areas. (Emily to order)
3. Carpeted rugs in gym lobby and front lobby need replaced (frayed edges) (Emily to order)
4. Two Keurig’s were found in classrooms.
5. Although plug ins are acceptable to use, there were a couple that leaked liquid onto the floor. Also, please refrain from using strong scents as this may be an irritant to those with allergies. (No wax melts permitted.)
6. Note: Safety Meetings are available on the website.
7. Sub classroom keys – Mr. McCahan would like every sub to have a classroom key. They will use a sign in/out sheet to make sure keys are returned. (Frederick Lock & Key, Altoona)

Mr. McCahan also advised that the auditorium door does not always shut tightly. Maintenance will check it out.

Next meeting will be September 18, 2019 @ 2:00 p.m.

 Meeting adjourned at 2:20 p.m.

Secretary Signature: Emily Mervin