

# Atkinson Safety Committee Meeting Minutes

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**Date of Meeting:** 12/13/2017

**Time of Meeting:** 7:50:00 AM

**Date of Next Meeting:** 1/31/2018

**Committee Chairperson:** Sara Tetreault

## **Representatives Present**

Ivonne Dibblee, Char Parr, Melanie Van Witzenburg

## **Management Representatives Present**

## **Other Attendees Present**

## **Representatives Absent**

Lutvija Basic

## **Old Business**

Light in parking lot is working!!

## **New Business**

Teachers need to lock doors always! Magnets for doors so that they can be locked quickly.

Safety procedures to be sent by Ivonne after 1/1/2018 for parents' new year's resolution.

Tree branch outside of room #107 needs to be cut/removed.

## **Recommendations**

We are going to try:

<https://www.amazon.com/gp/huc/view.html?ie=UTF8&newItems=C19DLPWP0PG5UD%2C1>  
for the doors in the classrooms.

## **Status of Recommendations**

We are going to put work order in for the branch.

Ivonne is going to send email to parents about procedures.

## **Additional Notes**

Reminder going into staff bulletin about line up for fire drills. Teachers need to be at the front of the line with their signs - meaning closest to the school.

**Filed By:** Sara Tetreault

**Date/Time Submitted:** 12/13/2017 8:27:28