

# Atkinson Safety Committee Meeting Minutes

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**Date of Meeting:** 11/15/2019

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

**Date of Next Meeting:** 12/20/2019

**Committee Chairperson:** Jennifer Fontana

## **Representatives Present**

Sara Tetreault, Lutvija Becic

## **Management Representatives Present**

## **Other Attendees Present**

## **Representatives Absent**

Peggy Tims

## **Old Business**

Doors are locked in the AM at 7:50AM and then 2 doors are unlocked by Caroline Peters (library assistant) at 8:20AM for students having breakfast.

Front doors facing SE Division street to remain locked at all times except from 3:00PM to 3:20PM. Back doors (facing playground) will be unlocked until 4:00PM.

## **New Business**

Lutvija working with Western Extermination to locate droppings/mice.

Sara to show Marem and Avery where the binder is for Western Extermination and to make a sign that indicates where the binder is located.

Food needs to be in a refrigerator or in a glass container.

## **Recommendations**

Sign on all doors for the following front hallway:

Do NOT prop open doors

Breakfast begins at 8:20AM

First bell rings at 8:35AM

## **Status of Recommendations**

Jennifer to have a 2nd conference call with PP+R and FHS to discuss dogs, signage, and off limit hours.

## **Additional Notes**

**Filed By:** Sara Tetreault

**Date/Time Submitted:** 11/15/2019 8:20:57