

MINUTES

SAFETY AND SCHOOL FACILITIES COMMITTEE

SEPTEMBER 16, 2010

Attendance

Phyllis Yates, Cindy Hartsoe, Kenneth Richardson, Marc Payne, Travis Richardson, Marty Norris, Dustin Farmer, David Blackburn, Hannah Reeder, Pat Lanno, Terry Richardson, Angie Thompson, Kevin Anderson

Members Absent

Kim Barnes, Shea Coldiron, Earl Pennington, Teresa Stansberry

Minutes

A motion by Marc Payne and a second by Kenneth Richardson gave unanimous approval to the minutes from the last safety meeting which was held on August 19, 2010.

Agenda

- **Reps Zach Wright and Sandy Love of Surry Insurance** attended our meeting and summarized the direct factors that go into our yearly workers' compensation premiums. They also showed how Ashe County is right in the middle compared to other school systems with regards to workers' compensation and stressed to us the importance of embracing our committee to benefit our system as a whole.
- The business of nominating a **Chair** and **Co-Chair** was then resolved when **Terry Richardson** volunteered to take on the duties of Co-Chair and **Dustin Farmer** as Chair.
- The committee then voted to adopt a **Mission Statement** along with a list of **Safety and Facility Goals** provided by Phyllis Yates.
- **Safety Tip of the Month** was brought up for discussion and it was decided that the first month would be simply notifying all the staff from each school that we do have a safety and school facilities committee and that the committee's responsibility is to work towards safety and facility goals.

Recommendations

- Draft a **Custodial Handbook** to share with custodians so they can have a procedure manual which would clear up any confusion with regards to their responsibilities compared to the maintenance department – the ultimate goal being for everyone to be on the **same page**
- Conduct a **School Walk-Through** for individual schools to point out any issues with regards to safety procedures. This would consist of a school-based administrator, Kenneth, Phyllis, and the lead custodian.
- Next meeting will be held **October 21st at 3:30**