

## Old Forge High School Memorandum

To: Workplace Safety Committee  
From: Nicole Van Luvender  
Re: December 18, 2012 Minutes

Meeting was convened at 8:53 a.m.

In attendance: Mary Termini, Anthony Spadoni, Nicole Van Luvender, Mark Marianelli, Shawn Nee

Absent: Rhonda Sugarman,

### Old Business:

- Mr. Spadoni is still awaiting dates from PSBA on certification for the members of the Work Place Safety Committee Members.
- The fence on Mrs. Smicherko's property has been installed.

### New Business:

- The camera that is currently in place at the front door of the elementary will be adjusted so a clear picture of the visitor will be seen.
- The script that the Office Staff reads when a visitor enters the building will be rewritten.
- Discussion of all students using one entrance to enter the building. (buses and drop offs).

Mr. Spadoni adjourned the meeting at 9:00 and Nicole Van Luvender seconded the motion.