

DATE:

TO: Building Principal

FROM: Health & Safety Committee Members  
Nina Tomasello, RN, Chairperson  
Bill Breig  
Bob Cirocco  
Ryan Cruzman  
Cynthia Fithian  
Tony Jones  
Bryce Kell  
Dave McCarthy  
Debbie Permito

SUBJECT:

The above subject was brought to our attention during our \_\_\_\_\_ meeting. We would like to make you aware of this situation so you may address it in a timely manner. Our recommendations are:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Please document your plan below and return to Nina Tomasello, RN, Senior High, by \_\_\_\_\_. If you have any questions you may call any member of the committee. Thank you.

**Action Plan:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

To be completed by: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_