# Xavier Charter School
# Safety Committee Meeting Minutes
# September 15, 2026
# 3:15 p.m.

**Attendance:** Josh Dickson, Debbie Jagels, Megan Lemons, Steve Canty, Will McGhee, Gary Moon, Johnnie Zimmers

**Meeting time:** 3:15PM-4:00PM

**ALICE Drill Dates:** Lockdown Drill- Tuesday, October 13 at 8:45AM

**Tuesday, March 16 at 1:40 Full drill with Rick**

**Master Key Guidelines:** Estimate on rekeying all external locks. Josh will contact Brian for a bid. A checkout system with Devon and front office to regulate keys. Gary will follow up on this. Possibly a two-person verification system. Student workers would need to check out from office. Master keys with individual numbers for tracking.

**Concealed Carry Approval:** Gary will go over it at a full staff meeting to see if we have anyone interested.

**Safety Expectations for Elementary/Upper School:** Lockdown and evacuation procedures are covered.

**Other input:** Check on radios in the portables. Will and Steve

Check with Stacy about radio procedures in portables. Staff meeting procedure check for radios. Johnnie and Megan

Discussed parent input that was relayed to Johnnie through an email concerning a student who has a scooter and is less mobile while recovering from injury. Safety committee discussed the appropriate response for staff and student during a drill. Johnnie will contact parent and discuss how we can support her needs at this time and find a reasonable solution to problems that may arise from her immobility during a possible drill.

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**Signature of Board Secretary** **Date**

**Recorded by SE**