

Safety Committee Meeting

May 28, 2019

3:30 p.m.

Board room

Minutes

Committee members

Tenneal Wetherell
Cynthia Barthuly
Mike Baumer
Tara Dane
Laurie Foster
Shelby Parks
Kathy Metzger
Sharon Rebeschke
Kathleen Stauff
Bobby Wheaton
Tammy Yeager

Chairperson
Administration
Safety Officer
Classified representative
Licensed representative
Licensed representative
Confidential representative
Gold Beach representative
Administration
Behavior Team
Classified representative

ABSENT: Tara Dane, Laurie Foster, Shelby Parks, Kathleen Stauff, Bobby Wheaton

I. Minutes

Action Items to review

ACTION – TENNEAL TO CONTINUE WORKING ON EQUIPMENT REPAIR LIABILITY QUESTION

Discussion at the April meeting and Laurie Foster took back to the Regional team. The team is not comfortable to make changes of the structural integrity/heavy duty changes of the piece of equipment and will be dealt with during the annual check in and check out equipment system.

ACTION – Mike to bring questions back to the safety team if he is not comfortable. COMPLETED

ACTION – BOBBY SUGGESTED CHECK CARDS FOR PIECE OF EQUIPMENT (LIKE MONTHLY FIRE EXTINGUISHER CHECK) – Cynthia to research bar code scanner inventory process and report by May meeting.

ACTION – Cynthia researching prices and working with the technology department for feedback. She will bring an update to the June meeting.

ACTION - Move exit route information to eye level on walls/doors. TO BE COMPLETED BY 8/1/19.

ACTION – Mike to update/fix emergency lights on lower level for the ECSE classroom by 6/17. COMPLETED.

ACTION ITEMS FROM APRIL MEETING

ACTION – KATHY TO COMBINE FIRE DRILL/INSPECTION FORMS. COMPLETED

ACTION – KATHY TO EMAIL KASSIE – AZALEA NEEDS TO DO DRILLS/INSPECTION. COMPLETED.

ACTION – Kathy will finalize a quote for emergency kits/supplies and present to the Leadership team in June, 2019. COMPLETED

ACTION – Kathy to add to Catastrophe subcommittee to May Leadership team meeting agenda. COMPLETED

ACTION – Tenneal to reach out to John Woodland for Catastrophe communication book for students. TENNEAL STILL TRYING TO CONTACT JOHN. BRING BACK TO JUNE 2019 MEETING.

ACTION – Bring SAIF in during in service week trainings. **AUGUST 2019**

ACTION – take discussion of need for other drills than Fire/Safety, i.e., active shooter, earthquake to Catastrophe subcommittee. **BRING TO SEPTEMBER MEETING.**

ACTION – accident count on website **KATHY TO WORK WITH DAVE & JUSTIN ABOUT COSTS – BRING INFORMATION TO SEPTEMBER MEETING.**

ACTION – the committee approved the history draft and Kathy will place in the Safety manual by next meeting. **COMPLETED**

II. Reports

- A. Review of 801's / Accidents – Dave sent an All Staff email congratulating everyone on 121 days without an accident.
ACTION - DAVE WILL HAVE SLIP/TRIP/FALL POSTERS BY AUGUST FOR FALL TERM DISTRIBUTION.
ACTION – KATHY TO UPDATE GRAPHS TO REPRESENT PROGRAMS/DEPARTMENT BY AUGUST MEETING.
ACTION – KATHY TO CREATE/UPDATE KEY FOR ALL GRAPHS BY AUGUST MEETING.
- B. Review of Accident Investigations - NONE
- C. Safety Concerns
- Form from central office.
ACTION – MIKE WILL FIX THE UPSTAIRS MENS BATHROOM DOOR BY 5/31
- D. Fire Drill / Classroom Drill Records
CB office – doing better but still need to improve.
GB office – Sharon has completed two drills on 4/3 and 5/1 but they did not include the EI classroom located in the building.
The team discussed what to do if there is noncompliance?
ACTION – PLACE AS A FUTURE TOPIC TO CREATE A PROCESS.
The team discussed the need for EI classrooms to have fire drills like K-12?
ACTION - Mike to check with an EI specialist and report to Administration by 5/31/19.
- E. Facility Inspections – the team reviewed the Inspection Process white paper and discussed problems with remote classrooms.
ACTION – Mike reported the inspection will take place in the CB building will take place 5/29/19.
ACTION – Work with incoming Program Admin regarding remote classrooms. HAVE READY BY SEPTEMBER.
ACTION – Kathy to remind Kathleen and Kassie by 5/29/19 that ALL classrooms need to be inspected before the end of the school year.
- F. Behavior Team – update from Cynthia. Three additional incidents in April and five in May that are predominantly at Blossom Gulch and Madison. These also tie in to where the most slips/trips/falls reports are. Do the classrooms need and/or are receiving additional support? Discussion of how/what might affect an increase in behaviors included a change in the weather, students who are out of their usual routine due to breaks/vacations and response plans that are set up for specific students.
- G. SAIF report – Tenneal signed documents for next year. Our fees dropped \$30,000 and the board was pleased with the committee and staff efforts. The team agreed not to back off thinking and messaging for the upcoming year.
ACTION – Safety break at All Staff Day sponsored by the safety committee.

III. Old Business

- A. Review safety goals/campaign – Goals reviewed last month and Kathy will work with Dave and Justin regarding costs, etc to place a accident count on the SCESD website.
- B. Trainings on safety data – The team will work on trainings for All Staff Day and next school year.

IV. New Business

- A. Safety brain information:
Wellness Program Equipment -
ACTION – Add Wellness Program Equipment to Safety Inspection form by June meeting.
ACTION – Tenneal to create a broken equipment notification form by August 2019 to include who to contact, liability information and signature line.
ACTION – Kathy to provide an equipment out of order sign in the Wellness Centers by June meeting.

Safety Alarm – team approved the white paper as presented. It will be placed in the Safety manual.

First Aid/CPR – team reviewed the white paper with minimal changes. Updates will be completed and put in the safety manual.

Inspection process – the team reviewed the white paper. Updates to be completed and brought back to June meeting for final approval.

Building Key Procedure – the team reviewed the procedure white paper and provided input.

ACTION – Kathy to work with Brandie to update the white paper and bring back to the June meeting for review.

- D. Future goals –
Job analysis

Research the cost of chrome books for the team.

Catastrophe committee – use the SCESD Safety Response Plan already in place.

ACTION – Kathy to put a copy in the safety manual.

Crisis response – to be presented at the June meeting.

ACTION - Cynthia to create white paper for the June meeting.

The team discussed adding vehicles/transportation to the safety manual.

ACTION – Kathy to collect copies of current documentation from EI/ALS/Technology programs for review by June meeting.

June meeting flip chart presentation for standalone classrooms/not district aligned by Cynthia, Tammy and Shelby

ACTION – Kathy to schedule the June meeting.

