

Safety Committee Meeting

June 25, 2019

3:30 p.m.

Board room

Notes

Committee members

Tenneal Wetherell

Cynthia Barthuly

Mike Baumer

Tara Dane

Laurie Foster

Shelby Parks

Kathy Metzger

Sharon Rebischke

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: Laurie Foster, Shelby Parks, Sharon Rebischke, Bobby Wheaton, Tammy Yeager, Tara Dane

I. Minutes

Action Items to review

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 – MOVED TO 19/20.

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

ACTION – MOVED TO 19/20.

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

ACTION ITEMS FROM APRIL MEETING

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. **COMPLETED – ALLYSON HAS THE INFORMATION**

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. **COMPLETED.**

ACTION ITEMS FROM MAY MEETING

ACTION - DAVE WILL HAVE SLIP/TRIP/FALL POSTERS BY AUGUST FOR FALL TERM DISTRIBUTION. **COMPLETED**

ACTION – KATHY TO UPDATE GRAPHS TO REPRESENT PROGRAMS/DEPARTMENT BY AUGUST MEETING. **COMPLETED**

ACTION – KATHY TO CREATE/UPDATE KEY FOR ALL GRAPHS BY AUGUST MEETING. **COMPLETED**

ACTION – MIKE WILL FIX THE UPSTAIRS MENS BATHROOM DOOR BY 5/31 **COMPLETED.**

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.

ACTION - MIKE TO PRINT EMAILS AND BRING TO JULY MEETING. TENNEAL TO DISCUSS WITH ALLYSON AND REPORT AT JULY MEETING.

ACTION – Mike reported the inspection will take place in the CB building will take place 5/29/19. **COMPLETED**

Work with incoming Program Admin regarding remote classroom inspections

ACTION - HAVE READY BY SEPTEMBER. WORK WITH ALLYSON FOR NEXT INSPECTION.

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. **COMPLETED**

ACTION – Safety break at All Staff Day sponsored by the safety committee.

ACTION - KATHLEEN WILL CALL CRABBY CAKES FOR SAFETY CUPCAKE CAKE DESSERT FOR ALL STAFF DAY LUNCH.

ACTION – Add Wellness Program Equipment to Safety Inspection form by June meeting. – **COMPLETED.**

ACTION – Tenneal to create a broken equipment notification form by August 2019 to include who to contact, liability information and signature line. **COMPLETED.**

ACTION – Kathy to provide an equipment out of order sign in the Wellness Centers by June meeting. **COMPLETED.**

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

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

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

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

Crisis response – to be presented at the June meeting.

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

REVIEW INCIDENT COMMAND AND FORWARD THIS TO THE SUB COMMITTEE. CYNTHIA TO UPDATE WHITE PAPER AND BRING TO JULY 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.

ACTION – TENNEAL/KATHY TO CREATE SIGN IN/OUT SHEET

ACKNOWLEDGEMENT FOR DRIVERS AND CHECKLIST FOR VEHICLES BY JULY MEETING.

Tenneal presented the vehicle white paper

ACTION – PLACE IN THE SAFETY MANUAL.

II. Reports

A. Review of 801's / Accidents – two accidents to report.

B. Review of Accident Investigations – none.

C. Safety Concerns

Fire Drill / Classroom Drill Records – completed for the school year.

CB office

GB office

D. Facility Inspections – completed for the school year.

E. Behavior Team

- Kathleen reported only six restraints, generally the same students.

- Cynthia provided a report for May and June.

Future trainings and supports for staff.

F. SAIF report – Tenneal reported a \$30,000 savings.

III. Old Business

- A. Trainings on safety data for All Staff Day/In service week.
ACTION – TENNEAL TO PUT A SAFETY SLIDE IN THE ALL STAFF DAY POWER POINT PRESENTATION.
- B. Inspection process – updates for final approval. The team reviewed and approved.
- C. Crisis response – Cynthia to present white paper.
- D. June meeting flip chart presentation for standalone classrooms/not district aligned by Cynthia, Tammy and Shelby.
ACTION - BRING TO SEPTEMBER MEETING.
- E. Need for catastrophe plan and implementation – see above.
- F. Review vehicle white paper for safety manual – see above.
- G. Chrome books purchased.
ACTION - The team will go paperless for meetings.

IV. New Business

- A. Future goals –
Job analysis
- B. Safety goals 2019-2020
 1. Catastrophe sub-committee – tsunami, earthquake, active shooter, reunification drills – goal to provide expectations/implementation.
Set up catastrophe supplies – Tammy, Kathy M, Kathleen S.
 2. Safety campaign – review for new and existing staff during three all staff days next year.
 3. Early Childhood – involve in safety campaign. Research to transition all safety practices with young students.

Next meeting – Tuesday, July 30 at 3:30 pm in the SCESD board room.