

Safety Committee Meeting

June 25, 2019

3:30 p.m.

Board room

Agenda

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

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 – 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 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.

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.

ACTION ITEMS FROM MAY MEETING

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.

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

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 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.

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

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.

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.

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.

II. Reports

- A. Review of 801's / Accidents
- B. Review of Accident Investigations
- C. Safety Concerns
 - Fire Drill / Classroom Drill Records
 - CB office
 - GB office
- D. Facility Inspections
- E. Behavior Team
- F. SAIF report

III. Old Business

- A. Trainings on safety data for All Staff Day/In service week.
- B. Inspection process – updates for final approval.
- 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
- E. Need for catastrophe plan and implementation.
- F. Review vehicle white paper for safety manual.
- G. Chrome books purchased.

IV. New Business

- A. Future goals –
 - Job analysis
- B. Safety goals 2019-2020

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