

Safety Committee Meeting

July 30, 2019

3:30 p.m.

Board room

Notes

Committee members

Tenneal Wetherell

Cynthia Barthuly

Mike Baumer

Tara Dane

VACANT

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: Tenneal Wetherell, Shelby Parks, Sharon Rebischke, Bobby Wheaton, Kathleen Stauff, Mike Baumer, Tara Dane

Guest: Brandie Monroe

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 8/9/19.**

ACTION ITEMS FROM APRIL MEETING

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

ACTION ITEMS FROM MAY MEETING

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 AUGUST MEETING.

Work with incoming Program Admin regarding remote classroom inspections

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

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. 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.

Meeting with Tenneal on 7/31. SCESD received a grant that this will become part of. Cynthia presented the white paper and will update as the program moves forward.

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

**ACTION – TENNEAL/KATHY TO CREATE SIGN IN/OUT SHEET
ACKNOWLEDGEMENT FOR DRIVERS AND CHECKLIST FOR VEHICLES BY JULY
MEETING.**

ACTION – Kathy to update and bring final draft to August meeting.

ACTION ITEMS FROM JUNE MEETING

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.**

Chrome books purchased.

ACTION - The team will go paperless for meetings by September.

Crisis response – Cynthia to present white paper.

June meeting flip chart presentation for standalone classrooms/not district
aligned by Cynthia, Tammy and Shelby. **ACTION - BRING TO SEPTEMBER
MEETING.**

**ACTION – SCESD staff/TAMMY to discuss with Coquille district and if no
document will provide a copy of the SCESD Safety Plan by September meeting.**

**ACTION – Kathy to verify with SCESD GB office that they have copies of the
Safety Plan in place for EI/ECSE and building by September meeting.**

Need for catastrophe plan and implementation

II. Reports

- A. Review of 801's / Accidents – one accident reported.
- B. Review of Accident Investigations - none
- C. Safety Concerns - none
- D. Fire Drill/Classroom Drills
 - CB office – July 16th
 - GB office – closed for the summer
- E. Facility Inspections – planned for Sept/Oct
- F. Behavior Team – New behavior specialist being trained.
- G. SAIF report – the report reflects the claim above. Claim rate down by 50% for the 18/19 school year.

III. Old Business

- A. Safety goals 2019-2020 – the team reviewed.
 - ACTION - The attendees agreed to the draft goals.**
 - 1. Catastrophe sub-committee – tsunami, earthquake, active shooter, and reunification drills – goal to provide expectations/implementation.
 - ACTION - Tammy, Kathy M, Kathleen S. to set up catastrophe supplies by 9/30.**
 - 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.
 - ACTION – Moved to August meeting.**
- B. Vehicle checklist and sign in/out form – see above.
 - ACTION – Kathy to update and bring final draft to August meeting.**

IV. New Business

A. First Aid kits – Cynthia reviewed the plan discussed in July. She met with Rose Smith today who will provide a resource list, provide a kit for Reedsport, and will reach out to programs, program vehicles, and the GB office. Ahead of schedule.

ACTION – Cynthia to bring first aid resource list at the August meeting.

B. Future goals –
Job analysis

Next meeting – Tuesday, August 27 at 3:30 pm location to be determined.