



**OAK GROVE SCHOOL DISTRICT**  
**SAFETY COMMITTEE MINUTES**  
**May 19, 2015**

In attendance:

Neil Rauschhuber  
Ruth Martin  
Miguel Cruz  
Jeannette Edwards  
Lori Poublon-Ramirez  
Yolanda Jauregui

Neil called the meeting to order at 3:45 p.m. and welcomed all.

The committee reviewed and approved the April Safety Committee minutes. Yolanda will post the minutes on internet.

Neil asked for volunteers for the committees. Miguel will be the back up for Operations. Colleen will be the back up for Transportation. In the fall, we will reevaluate the committees.

Neil called for committees to report:

- a. Risk Management – Karen sent a report with Yolanda on the April injuries; 6 injuries; one preventable. No work orders needed. No WC reports submitted. Neil discussed the “need to know” if M&O needs to fix something to prevent another accident.

- b. Mariane Pham- Student Incidents were reported after the meeting via email the following:

**Since the last report on the 4/21 meeting, we have 31 incidents reported by the schools. Here are some of the highlights:**

- **Incidents in Intermediate Schools mostly happened during P.E., Herman topped the list with 9, Davis with 3.**
- **Hayes was next in line with 5 incidents at play, with one happened in the classroom.**
- **An improvement for Miner since last report, down to 3 this time. Per Neil and Sylvia, I had contacted Principal Lisa Barlesi regarding the high number of the incidents and relayed the message if she needed help. She was aware of the numbers and mentioned that it was a just a rash of incidents.**
- **Sakamoto: 3 incidents with 1 in the classroom and 2 in the outside/playground**

- c. Operations: Neil reported out: The M&O Handbook is being reviewed by AFSCME. It has also been sent to legal for review.  
Maps are in the works. Maps will include fire exits, fire extinguishers and pulls, electric and gas turn offs, etc.  
Alarm System will be taken back to ground floor. Will research the work DVD did on the quotes.  
Off site Staging Area: Have been in contact with VTA. They are asking for a lease for the parking spots Transportation uses currently. Depending on the rate Oak Grove is offered, staging area for emergencies will be discussed.  
Parking Spots at DO: AFSCME is going to stripe and number. After that is completed there will be a discussion on who is entitled to the spaces.
- d. Transportation/Custodial:  
The Custodian and Transportation Handbook are in HR and legal. Miguel stated the process he used with the handbooks. Custodial he had 4 volunteers to review and give input. Transportation – all bus drivers received a copy to review. Approximately 6 turned in their edits.  
5/18/15 training in Custodial: 1<sup>st</sup> group, Fire Extinguisher-Golden Bear Fire, 2<sup>nd</sup> group, Scissor Lift training Next year all training sessions will be posted for other departments to join in. Will also send the information to SIG if other school districts want to join.  
Miguel met with Special Education. Had a great discussion on what worked and did not work this year. Miguel is hoping routes will be improved this year with the input. Routes should be completed next week.
- e. Site Liaison – Lorie Poublon-Ramirez stated teachers have asked for a 6.5% raise.
- f. Lorie stated if all sites have been evaluated for energy efficiency and the air conditioning ducts. She references the Board Meeting. Neil stated projects were in place. Baldwin, Bernal, Hayes, Del Robles, and Anderson were going to a upbase program. The principal or Maintenance Department will be able to evaluate what is happening in each room. Baldwin and Bernal are all ready finished. The others should be completed by August 11<sup>th</sup>. A standardized packet for all 20 schools will include solar, HVAC and lighting. The M&O will be able to evaluate energy consumption. Oak Grove has three systems: Carrier, York or Trane throughout the district. Best price is the main driver for which system is installed.  
Lorie mention water usage. She referenced washing the buses. Neil stated the District was following the standard of 30% reduction. It may not be in washing buses where we save water but in landscaping, toilets, etc. Green fields will follow curriculum. If soccer is off season the soccer fields will not be green, etc. All sprinklers are either on or off. We might have to minimize water by inactivating some of the sprinkler heads. Solar panels were also discussed. Neil stated we are in Phase 2. There are 20 panels. 3 are still off. All should be operating by the close of school. Legal is working on getting a reimbursement for lost revenue.

- g. Neil asked if the teachers concerns regarding asbestos was satisfied. Lori stated “yes”. Neil stated that testing had been performed and all testing was reported negative.

PG&E has been reached out to, to have our credits extended so OGSD does not lose subsidiary; 50,000 credits per site were awarded.

- h. 5 year plan review – Neil reported out.  
Flip charts are being passed around to ensure phone numbers and information are correct, then they will be ordered. Neil has the chart currently.

The Fire Prevention Plan was approved, Yolanda will load them onto OGSD’s website in the Safety section.

Summer newsletter was approved to post after it is revised with correct names for M&O. Fall newsletter was distributed for review and approval at the June Safety Meeting.

Calendar for next year was distributed. The committee agreed to change the meeting time to 3:00. The June meeting will still be held at 3:30. Colleen will update the calendar. Yolanda will send it out to everyone.

Kris asked if the new IIPP regulations starting May 2015 has been installed in the IIPP. Colleen will be updating policies and procedures over the summer.

Neil asked Colleen to send the M&O handbook to the committee for review. All edits should be submitted by June 3<sup>rd</sup>. The goal is to have handbooks printed and distributed at the fall trainings. Employees will sign for the handbook. New employees will be given the book during orientation. Signature pages will be maintained in the personnel folders.

The next meeting will be June 16, 2015 at 3:30pm.