



OAK GROVE SCHOOL DISTRICT
SAFETY COMMITTEE MINUTES
October 14, 2014

In attendance:

Neil Rauschhuber
David Van Deren
Miguel Cruz
Kris Kamandulis
Joyce Millner
Colleen Fanciullo
Yolanda Jauregui
Jeannette Edwards
Mary Jane Kanga
Laura Phan
Kevin Fuller
Julie Lee-Miller
Sylvia Alvarez

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

Neil went over the protocols for the Safety Committee. He asked for volunteers for each committee. Oscar Ortiz was named as the Safety Committee co-chair.

Neil stated he would rather have volunteers for committees than to appoint.

1. Assignments and Reports of Committees
 - a. Risk Management – Karen Lemm. Absent. Sylvia was at the meeting but did not have information to present to committee. Neil remembered the committee the importance of having an alternate available to present the committee’s information.
 - b. Operations – Neil reported out for David the following:
 - i. Pest Management control. The importance of having the Pest Management position. The committee approved the plan last year. We have been contracting

- the pest management this year. Last year we stopped our employees from spraying because they did not hold the correct certification.
- ii. Neil asked for an approval on position. Motion first by David. Miguel second. Committee passed with no objections.
 - iii. David discussed the recent power outages. He stated sites were with no phones. Suggested all sites have a generator just to keep phones running for emergencies.
- c. Transportation/Custodial: (Mary Jane was added to committee)
- i. Miguel gave the report for Transportation and Custodial.
 - ii. Transportation had developed a handbook. Thank you to the committee for reviewing. Corrections will be made. After the updates 50 copies will be made for the bus drivers to review.
 - iii. The Custodial handbook will be shortly following the Transportation Handbook. Principals will receive the updated handbook for review.
 - iv. After committees have reviewed the handbook will be submitted to HR for review. The goal is for a January publishing.
 - v. We are looking to have all buses to have GPS and cameras.
 - vi. We are looking at having children have cards to swipe when they get on and off a bus. This will tell us which children are on a bus and where they are. This will also help in an emergency for children with special needs. Joyce mentioned using the photographers cards. They have electronic bar coding we might be able to use.
 - vii. There was no bus accidents this month with children on board. There was an incident in the bay. SIG congratulated the district for reporting in such a timely manner. She knew about the incident. No one was injured.
 - viii. Joyce asked if bus citations could be updated with a time. Incidents must be entered in the computer. Because there is NO TIME on the form they principals have to make it up. Miguel will look into updating the forms to align with PBIS.
- d. Site Liaison – Absent (Lynn Martinez added to committee)
- Neil gave an explanation of what this committee reports. For example: we have a rat problem. We can spray and try to manage the rats but the staff must not store food on the site.
- e. 5 year plan review – Neil – (Laura Phan added to this committee)
- i. A District Wide Safety Flip Chart has been developed. It is going to print and will be installed by each door. Laura stated to increase the number to 1200.
 - ii. Miguel mentioned to the group that School Dude can do a Amber Alert type of notice to all during an emergency.
 - iii. Neil reported on the Great Shake Out. The importance of emergency preparedness.
 - iv. He mentioned the SB187 focus (emergency preparedness for students)
 - v. Signage for staging areas will be installed before the drill.

2. Neil asked for an approval for the December Safety Newsletter. All agreed to post after the membership is updated.
3. The committee discussed that every employee has an email address. We thought they did but Sylvia stated they do not. Laura will follow up.
4. Neil called for an approval for the Indoor Air Quality Plan. The plan was approved. Yolanda will post.
5. Committee agreed to change the November meeting to the 18th. Thanksgiving week is a hectic week.

To Dos:

Change the members on the Safety Committee email

Copy and install Safety Flip Charts

A memo to Principals reminding them to check their radios.

David will follow up with Terminix regarding what the DO needs to do to prevent pests.

Miguel will follow up on the signage for the lids on the bins (trash and recycle)

Read and edit the Transportation Handbook.

Read and edit the Pest Control Job Description.

Read and edit the Indoor Air Quality Plan.

Read and edit the newsletter.

Miguel, David and Colleen research the chemical inventory.

Update the meeting time to 3:45.

Assign each division a Staging Area post for evacuation.

Next meeting: November 18, 2014 at 3:45 p.m.