



**OAK GROVE SCHOOL DISTRICT**  
**SAFETY COMMITTEE MINUTES**  
**April 23, 2018**

In attendance:

Oscar Ortiz  
Sylvia Alvarez  
Colleen Fanciullo  
Yolanda Jauregui  
Val Wood  
Karen Lemm  
Laura Stricker  
Mariane Pham  
Anthony Valdez

Oscar called the meeting to order at 3:05 p.m. March minutes were distributed and approved. Yolanda will post on the internet.

ARC was invited to demonstrate their product. ARC Facilities provides you a hassle-free way to centralize and access your building's critical information. The product will save time, productivity and awareness. All the site plans, floor plans, piping, electrical, etc. will be available 24/7, even if you do not have wifi or electricity. Their product will show you shut off locations, maintenance logs, safety plans, evacuation maps, and the building floor plan and history. All building information is instantly accessible to you and your team, anytime, on any device.

Oscar thanked ARC for the presentation and stated the Safety Committee will speak to Neil.

Committee Reports:

Karen Lemm gave her report for Risk Management for March

In March there were 6 injuries. Two employees saw a doctor. 4 incidents were preventable. Employees need to be aware of their surroundings.

The one incident that will be followed through on is a shoulder injury lifting trash. Lifting safety will be discussed thoroughly during quarterly training.

Mariane Pham reported on student injuries. There were 36 injuries. Mostly due to kids being kids. The Safety Committee did not see any concerns with equipment. The Safety Committee did talk about one incident of a parent stepping in a hole. Val Wood will speak to teachers about being aware of the surroundings and possible areas someone could get injured. If there is a hole, put cones out so kids and parents are aware of the concern. Val will also talk to the teachers about submitting work orders.

Anthony reported out for M&O, Custodial and Transportation

Quarterly M&O training was on April 3<sup>rd</sup>. The next quarterly training will be June 17<sup>th</sup>. Colleen invited anyone that wanted disinfectant training to join in. Colleen will send Sylvia the date and times. Anthony runs two trainings (day employees and night employees).

No accidents for M&O. Transportation had 3. One involved a Special Needs child. Anthony is investigating. Another was a fender bender; no major concerns. The other a teacher hit the bus leaving the school parking lot.

Val asked if the disinfectant fogger had been used. Anthony stated it was used at Parkview. The custodian completed 3 classrooms in 45 minutes.

Site Liaison report was given by Val Wood

Val reported the teachers have asked "How can they support the Safety Committee next year?" Anthony stated he would like them to be realistic about work orders. The maintenance team at Oak Grove will not do any major remodeling. He reported on a request by a teacher to replace a kinder toilet with an adult toilet. The request is not reasonable. Adults should not be using kinder toilet. A kinder is too small for an adult toilet. This request is not reasonable.

Food storage was discussed. Teacher should not be keeping food in their classrooms. Val stated they feed the kids out of their pocket and keep the food in the classroom. The committee agreed food cannot be stored in the classroom. If students need food, the cafeteria will provide it. Sylvia will speak to Terri Anaya to follow up on this topic.

Oscar and Colleen reported out on the 5 year plan:

The lockdown drill for DO is May 23<sup>rd</sup> at 9:30 has been cancelled.

The CNS and Warehouse Handbook will be held for distribution. No new handbooks will be handed out until further notice.

Sites are still working on their ICS and EOC teams. Oscar will start working with the principals on next year's SB187 plans. A timeline will be set as soon as Oscar can talk to the principals to see when they meet with their School Safety Team. The SB187 must be signed by the School Safety Team and then be Board approved.

Timelines for next year were attached to the minutes.

The spring newsletter update was discussed. The summer newsletter was handed out for homework. Neil will call for an approval next meeting.

Sylvia stated Terri Anaya would like to join the Safety Committee. Colleen will add her to the team on the newsletter.

Meeting was adjourned at 4:00 pm

The next meeting will be May 21<sup>st</sup> at 3:00pm.