



**OAK GROVE SCHOOL DISTRICT**  
**SAFETY COMMITTEE MINUTES**  
**March, 2019**

In attendance:

Oscar Ortiz  
James Moreno  
Ruth Martin  
Val Wood  
Laura Stricker  
Sylvia Alvarez  
Terri Anaya  
Veronica Navarro  
Van Nguyen

Oscar called the meeting to order at 3:05 p.m. February minutes were approved for posting. There was one edit. Oscar commented about the DO maps; not Ruth.

Committee Reports:

Risk Management

Veronica's printer jammed. Worker Compensation report will be given next month.

Mariane Pham – Student Accidents

Mariane emailed the student incident reports. There were 5 outdoor PE accidents, 1 after school and one painting rocks. There were no measures to be taken by the District for faulty equipment or facilities.

James commented that he will go to Sakamoto regarding the incident on painting rocks. No staff or students should be behind the building. He suggested that he gates it off.

Taylor had the after school incident on the play equipment. James evaluated the equipment and it was in good shape.

James and Van reported out for M&O, Custodial and Transportation

James has a concern about using pesticides, including Round Up, around children. He is looking for alternative methods. The one that looks most promising is steam. It is gas operated with diesel. The steam kills the weed and seed. PA is presently using the method. The steamer cost them \$50,000. There are other vendors to look at.

Van reported all of Transportation have been trained in the Child Alert Safety training.

Van reported for all DO employees to stay out of the Mechanics Office. There will be asbestos abatement this week.

James reported on the female dispensers.

- The product has created a mess on the bathroom floors. The custodians fill the machines and in a few hours the products are on the floor leaving the dispensers empty.
- Ruth asked if we needed to order more. James stated he believes most elementary upper grade bathrooms are done. Middle Schools are almost done. There are some challenges in installing the dispenser in the smaller bathrooms. At Hammer the dispenser was put on the outside of the bathroom. They had to remove immediately since this did not create a private, safe environment.
- Val suggested the teachers should be told. The teachers were not aware the dispensers were being installed. They could work the product into the lesson plans.
- Ruth mentioned Health Offices should be completed. She also stated there needed to be a dispenser placed in a “gender neutral” area. The law states the dispenser needs to be available for 6<sup>th</sup> graders and up.
- Should parents also be informed? Oscar will reach out to the Principals. James stated Beth will be the person that will let them know how to move forward.
- Ruth stated if she could get a count, she can order more. Van suggested the custodians could give a count at the middle schools. Ruth will send a log to Van.

Van asked if teachers could be told to lock their doors at all time, even when leaving the room for a few minutes. Val stated they are told that constantly. There was an incident of vandalism in the classroom at Herman. Was the door left open or did a student have a key? To rekey the school is very costly. Teachers need to report missing keys immediately so it can be tracked.

Terri mentioned the master key hanging outside of the catering area. Anyone could help themselves to it. We need a tighter process on master keys. Terri removed it and secured the key. The drill made people realize an intruder could get a master key pretty easily without a tighter protocol.

Terri Anaya - CNS report

Terri has a concern regarding the van driver for the CNS van. He was in his second accident over the past few years. He was backing up the van and ran into a van in the parking lot. He did a lot of damage to the vehicle. The good news is that no one was injured. The concern is the accident was preventable. Terri is going to have him get out of the van and walk the area he has to use to get out of the parking lot. He is to place orange cones to mark the path. Terri is also concerned with the attitude. He did not take ownership for his error.

Terri asked if we should look into backup cameras?

It was asked if the driver should be put through FRISK. Terri will speak to Mariane Pham to get the history on his accidents. It is believed he has had 4 in the past 12 years.

Terri spoke to the lockdown drill. She walked with her staff what they would do if there was a shooter in the building. The doorways were also discussed about the flimsiness. Fred stated he

would try to reinforce them. Another protocol would be to exit the rooms, if possible, and strap in another office.

The Board Room was discussed. Two doors can be strapped but the others are flimsy interior doors with no locks. Best case scenario is to exit to other offices. Other scenario is to use furniture in front of the door.

Terri stated her staff has request fire extinguisher training.

There was a product recall on "Big Daddy Pizza". All were pulled and disposed of. Terri will submit a claim for reimbursement.

Site Liaison report: Val Wood

Ruth asked about Megaphones. Oscar found 2. We are good.

Oscar is working with IT to be able to do an All Call from the phones. The sites can do it but the DO is not able.

Latrines were mentioned. Ruth will purchase a few pop up potty tents for DO.

Oscar mentioned there will be a fire drill on Wednesday. Van asked who is in charge of attendance for her area. The procedure for reporting absences were discussed.

Oscar is hoping to get to all ARCs by the end of the school year. A plan will be put together after we know more about the state of the ARCs.

ARCC – American Red Cross Container- Oscar

Oscar reported 6 schools had been completed so far. The plan is to make sure all containers have water, food and warmth for the next year. That will be stage 1. Food will be supplied by parents at the elementary schools. We will buy containers by bulk. Food at middle schools will be the 5 year bars.

Then we will move to stage 2 regarding medical supplies and latrines.

Oscar reported out on the 5-year plan:

The evacuation spot for an intruder with a gun was discussed. Colleen suggested the Liaison on the ICS chart speak to the neighborhood businesses to pick a spot. The spot should be listed in the SB187 plan.

Newsletter –

The spring newsletter approved.

Safety Procedure

The Transportation Child Safety Alert System Procedure was approved.

The next meeting will be April 15, 2019.

Meeting was adjourned at 4:00 pm