



OAK GROVE SCHOOL DISTRICT
SAFETY COMMITTEE MINUTES
June 16 2015

In attendance:

Neil Rauschhuber
Karen Lemm
Miguel Cruz
Jeanette Edwards
Yolanda Jauregui
Colleen Fanciullo

Neil called the meeting to order at 3:30 p.m. and welcomed all.

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

Neil asked for volunteers for the committees. In the fall, we will reevaluate the committees.

Neil called for committees to report:

- a. Risk Management – Karen gave a report on preventable accidents in May. The hand injury at Bernal was responded to immediately. The communication between WC and M&O has tightened up. The follow through has been great.
- b. Mariane Pham- Not present
- c. Operations: The M&O and Warehouse Handbook are being reviewed by legal and HR. Maps are in the works. Maps will include fire exits, fire extinguishers and pulls, electric and gas turn offs, etc. Mark Finney stated they will be finished and installed by the end of July. Alarm System – Warehouse is back on line. The system connecting all buildings is pending. Signage – Signage for buildings to coordinate with sign on fence is in process. Parking Lot – Striping is pending. After that is completed, the question is who gets the spots. Bike racks are also going to be installed. Off site Staging Area: Have been in contact with VTA. They are asking for a lease for the parking spots Transportation uses currently. VTA wants \$2.50 per day per spot. The decision to accept the proposal is pending. Staging area for emergencies will be discussed.
- d. Transportation/Custodial:
The Custodian and Transportation Handbook are in HR and legal.
Custodial schedule for summer cleaning. Carpet crew will begin as soon as school is out.
Accident report – no injury accidents

Playground inspections – Not all inspections were completed. Will complete during the summer.

Training – The training schedule for the year for M&O has been developed and posted. Other departments are welcome to join any of the trainings.

Trash – A schedule will be developed for reference on recycle and trash pick up.

e. Site Liaison – Lorie Poublon-Ramirez not present

f. 5 year plan review – Neil reported out.

Flip charts are being processed.

DO Safety Plan is ready for review. Pending decision if Oscar will be head of the plan. The plan follows the same format as the SB 187 School Site Safety Plan.

The May All District Earthquake Drill is scheduled currently but will check with the District calendar when testing ends.

Fall newsletter was distributed for review and will be scheduled for approval at the August Safety Meeting.

Calendar for next year was distributed. The committee agreed to change the meeting time to 3:00.

The next meeting will be August 18, 2015 at 3:00pm.