

**YAMHILL-CARLTON SCHOOL DISTRICT**  
**Safety Committee Meeting Minutes YCES**

Location: YCES Conference Room or Dallas Office

Date: 3/6/24

| MEMBERS   | PRESENT |    |
|---|---------|----|
| YCES Principal: Amanda Dallas                     | Yes     | No |
| YCES Custodial/Grounds Maintenance: Dylan Schiesl | Yes     | No |
| YCES Office Staff: Kelli Fletcher                 | Yes     | No |
| YCES Classified Staff: Sherri Nauman              | Yes     | No |
| YCES Certified Staff: Fallon Hepp                 | Yes     | No |

| AGENDA   | MINUTES   |
|--|---|
| <input type="checkbox"/> Q1/Q2 Workspace Safety Inspection/Walkthroughs:         | •   |
| <input type="checkbox"/> AED Check ins:  | • Kelli ordered a second one, and Leanna re-searching new batteries.                                      |
| <input type="checkbox"/> Fire Extinguishers:                                     | •   |
| <input type="checkbox"/> Campus Report:  | • Locks, walls, heat  |
| <input type="checkbox"/> Incident/Accident Reports, Reviews and Recommendations: | • Adults: Standing too close to escalated students.<br>• Students: Tag, jumping rope, swings, hula hoops. |
| <input type="checkbox"/> Next Meeting:   | <b>Continue to break reports up to communicate.</b>   |

**Just a reminder...**

- ACCIDENT/INCIDENT FORMS for students **MUST** BE filled out completely.
  - **description of injury**
  - **type of first aid provided**
  - **Were Parent(s) /Guardian(s) contacted**

- All completed student accident/incident/action forms must be sent to Leanna and Amanda. All completed staff accident/incident/action forms must be sent to John and Amanda.