

Safety Committee Meeting Minutes

January 7, 2022

Scheduled Time: 10:00 AM - 10:45 AM

Location: Held via Google Meet

Present:

Kim Timoteo

Nick Laskowski

Elizabeth Belaski

Dorothy Reconose

Drew Foerder

Stephanie Martinez

Lisa Ketchum

Alexis Agustin

Susan Nakahira

Meeting commenced at 10:05 AM.

1. Safety Committee Membership

The need for a Parent representative and SJPD representative remains ongoing.

2. Approval of [Agenda](#)

The agenda was sent out for committee review on January 5. Kim linked the agenda in the meeting chat and asked members to review for approval if they haven't already, or to offer suggested changes or corrections. Members gave thumbs up on screen. Agenda was approved as is.

3. Approval of December 3, 2021 Meeting [Minutes](#)

Minutes from our December 3 meeting were sent out for committee review on January 5. Kim asked if the minutes were approved or if there were any suggested changes. Nick gave a thumb up, Drew followed with a head nod, and other members also nodded in agreement. Minutes were approved as is.

4. Discuss [Comprehensive School Safety Plan \(CSSP\) Annual Update](#)

During the December 3 meeting, we were reminded it is time for our annual review of our CSSP. Ricky asked everyone to take time to read through the plan and send feedback or updates to Kim.

- Kim reported that she's already started making revisions to update staffing & role changes where necessary, and that Lisa has Sandy working on gathering updated Board Policies and other new information we need to include.
- Lisa reported that she spoke with Nick yesterday about providing updates related to Incident Command and any other areas as needed.
- Once all feedback is submitted and changes are completed, the updated plan will be brought back to the committee for approval to go to the Governing board in March for their approval to send to the State. This is an annual requirement.
- Kim asked Lisa, Nick and Drew if they felt any changes were needed in the Student Ingress/Egress section of the plan to include the Covid screening protocol or any other site-specific updates.
 - Lisa reported choosing not add the Covid health screening process in the plan because this is a year-long plan and the screening protocol could change at any time.
- Nick suggested that we have a public version of the plan that can be shared on our District web page and keep all the operational and tactical information in confidential appendices to keep internal.
 - Lisa said our Safety page will have a public side for outsiders to view and an internal side that only staff will have access to.
- Kim linked the CSSP in chat and made mention of the annual surveys towards the end of plan. There are annual classroom hazard surveys that sites should be aware of and several site surveys M&O has to do.
 - Lisa said some of these surveys align with the IIPP which Meagan has some oversight of. There are monthly walkthroughs and sites have some responsibility in that along w/ M&O. We should review the IIPP as we review and assign these roles in the CSSP.

- Nick asked who the official keeper of editing the CSSP is and what would be the best way to submit suggested edits.
 - Kim said she is the keeper and advised Nick to do what works for him; print hard copies to hand-write changes on and send to her or scan and type out changes. Nick said he prefers to write on a hard copy.

5. **Reminder of Upcoming Emergency Drill Date**

We will be conducting surprise fire drills next week. Nick reported that there are only five people who know the dates of the drills but it is to remain a surprise to everyone else. The drills will happen any day Monday through Friday and the drill times will be the same as our usual drill times:

- AM at 9:00 am; PM at 1:00pm; EVE at 7:00 pm
- There are no evening classes on Friday so the evening drill cannot be scheduled for Friday.
- Nick asked to share this information with everyone so they know to be prepared for it.
- Kim included the 2021-2022 drill calendar for convenience in the meeting agenda.

6. **Updating Integrated Pest Management (IPM) Plan**

Kim and Lisa will work together on the update and bring it back to the committee for stamp of approval. Nothing in the plan requires updating at this time but we will need to update names assigned to roles.

Kim reported that the annual report of pesticides used for [2021](#) was completed as is required by the State by January 31 and will be mailed out to the State. She shared the document in the agenda and chat for the committee to view.

Dorothy questioned the document share; asked if the committee needs to approve this. Kim said it is for awareness; Lisa thought it was a good idea to share with the group as an FYI so they can see what pesticides we're using and what type of information we have to submit to the State. Kim agreed. Dorothy asked if anyone had any questions about the products listed. No questions were asked.

Dorothy explained this report is about the chemicals we use onsite. We need to have a certified person to handle these chemicals. This is something we've discussed at OSHA training. We've discussed offering this training to the sites also, especially teachers who are handling chemicals in their programs (science, automotive, etc.). They need to be knowledgeable about storing chemicals properly, not combining or mixing potentially hazardous chemicals, making sure products are not accessible to students, etc.

Lisa offered a reminder that everyone completes the Keenan IPM training online. Steridol wipes are considered pesticides and anyone handling that should take the training. On our Safety page, there is information where parents can request to be notified if they want to be notified of pesticides used onsite throughout the school year.

7. **Incident Reports for December**

Kim said she normally received copies of incident reports from Ricky but did not receive any for December so she asked Nick, Drew, Dorothy or Lisa if they can recall any December incident reports.

Drew reported that he received one where a teacher had a fall from a chair. He thought they submitted the report. He'll follow up.

Lisa said the updated Incident Report form will soon be available on InformedK12. This will give us one place to submit all information and get it submitted to all the right people. Dorothy said a notification will be sent out to everyone once it's available on InformedK12.

8. StopIT Reports for December

Lisa said no reports were received for December.

Kim said at our December meeting Ricky asked if we should look at the groups that receive StopIT reports and see if anyone should be added to the list.

Lisa said that Site Admins, Lisa, Dorothy and Meagan receive the StopIT reports.

Dorothy said once she receives a report, she'll determine if anyone else needs to be notified of the reports and share accordingly if needed.

Lisa said reports received are separated by SVAE/SVCTE/District and then they are separated further by category like if it's a student-related report, related to a staff member, a safety concern, or other.

9. Open Business

Nick requested an update on the timeline for getting water fountains opened. SVCTE was distributing water bottles to students but it has been challenging to distribute.

- Dorothy said this is her project. She started working on it with the first step being to take count of how many water fountains we have. Her goal is to replace those with bottle filling stations. That would allow us to utilize the existing inflow and outflow plumbing.
- Dorothy's timeline is to get this completed by the end of February. Replacing existing fountains will take priority. For offices with kitchenettes/break rooms with sinks, we'll check to see if they have any reverse osmosis setup already. If not, they'll see what it will take to get such a system in place that can filter the water to eventually add bottle filling fountain stations or add a standalone unit next to the sink for staff to use. This will be district-wide, not just at SVCTE.
 - Drew asked if it will be the touchless bottle filling stations used at Cupertino district. Dorothy said yes, you'll put your bottle up and the sensor will activate the dispenser to fill your bottle. Drew said this will be great and thanked Dorothy for the timeline.
 - Dorothy said she will be providing small water bottles for now until these units are installed. She'll have Masen order these water bottles and have it delivered to SVCTE to disburse as needed to teachers for their students until those are put in. Staff should bring their own water supply for now; this is for students only at this time. The goal is for these fountains/filling stations to be usable by March.

Online meeting froze and then disconnected for some members; Took a couple mins to reconnect

- Kim asked if these units will have both the bottle filling dispenser as well as the drinking spout. Dorothy said she'd like to install the combination fountains with both but the drinking spouts will be disabled for the duration of Covid protocols. Kim shared that there are locking cap devices to lockout spouts and prevent usage.

Kim reported that recently both she and Nick received reports of vehicles that were left on campus that people were concerned about; vehicles we might have towed. After investigating, they found that both reported vehicles belonged to staff members. Kim said that in the past, people notified M&O if they had to leave their vehicles due to mechanical issues or other reasons. Nick thought it would be a good idea to bring it to the committee for discussion.

- Dorothy said it might be a good idea to send out a common message to staff to notify M&O if a vehicle is being left onsite. She said Al was recently called by custodial staff concerned about a truck left on campus one night. Al responded and called the police to investigate. They didn't show up but we could have avoided this with proper notification.

- Kim said she reached out to Nick about that truck and found out it belonged to a teacher.
- Lisa added that we're not a storage facility. People should not leave their vehicles onsite for convenience purpose. It is a liability and we don't want to get into the habit of allowing that.

Drew brought up evening security. He said SVAE has professional development days on the 2nd Monday every month so there are no students onsite those days. In December, the night guard asked why he was here on their PD day. Drew asked if we need Security those nights?

- Lisa thanked Drew for sending her and Dorothy the schedule of those PD days. She said that in the past we've sent schedules of activities to guards previously to help with scheduling guards.
- Dorothy said security is needed even when there are no students; when we're not here is when more trespassing, vandalism issues and break-ins occur so she prefers to have security on those nights as well. Moving forward, security will know they are expected to be here even when we don't have classes Mon-Fri. Dorothy is looking at our security practice right now and considering the possibility and need to hire full-time security staffing in-house in the future
- Elizabeth asked about hours for evening guard. Kim said 3:15-9:30. Elizabeth requested a pic of the guard so they know who it is. Dorothy said the guard is in uniform. The uniform should identify them, badge not necessary. If they are seen not in uniform, let us know. Kim said they should always be in uniform, shirt or jacket. The guards can change but they should always be in uniform so a picture wouldn't be
 - Lisa added that we are providing them with a MetroED Contractor badge if it's a regular person assigned to us. Dorothy asked if they can leave the badge here onsite to transfer between day and evening guards. Need to send the guard to Susan to get badged. Pic not necessary. We're all responsible for ensuring safety. Don't hesitate to ask to see someone's badge or identification to make sure they belong or have a purpose for being onsite.
- Elizabeth said bringing up the vehicles left on campus topic at a faculty meeting would be good.
- Dorothy said the guards take pictures and report graffiti and other issues they see around campus. From these reports we can create work orders to get those issues taken care of. She has been happy to receive these reports. She asked the old guard to train the new guard to continue observing and reporting.
- Kim said if anyone experiences or sees issues with any of our guards to report those to Kim or Dorothy because they deal with the security company.

10. Next Meeting

Our next meeting is scheduled for Friday, February 4, 2022. Kim said if anyone has agenda items for our next meeting to send them to her.

11. Adjourn

With no further business to discuss, the meeting was adjourned by Kim at 10:51 AM.