

Safety Committee Meeting Minutes

February 4, 2022

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

Location: Held via Google Meet

Present:

Kim Timoteo

Lisa Ketchum

Alexis Agustin

Elizabeth Belaski

Dorothy Reconose

Nick Laskowski

Rosalie Ruiz

Thomas Kaiser

Meagan Azevedo

Drew Foerder

Stephanie Martinez

Juan Cadavid Munera

Meeting commenced at 10:00 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 February 2. Kim linked the agenda in the meeting chat and asked members if they approve the agenda or have any suggested changes or corrections. Members gave thumbs up on screen. Agenda was approved as is.

3. Approval of January 7, 2022 Meeting [Minutes](#)

Minutes from our January 7 meeting were sent out for committee review on February 2. Kim asked if members reviewed and approve of the minutes. Minutes were approved as is.

4. N95 Masks Distribution and Google Request Form

Kim reported that N95 masks were disbursed to all sites. MetroED received a huge supply from SCCOE so N95 masks will be added to the sites' online PPE Request Form.

- Kim reported that she's started making revisions to update staffing and role changes where necessary, and that Lisa has Sandy working on gathering updated Board Policies and other information we need to include.
- Lisa added that the supply we received from SCCOE were granted to us by the State; what we disbursed was (5) masks per student and employee at all sites including the Regional Testing Center, and rooms 11 & 12.
- We will also keep a supply at the Health Screening tent to provide to visitors as needed.
- Lisa asked both sites to add N95 masks to their site PPE Request Form.

Lisa said that N95 masks can be worn repeatedly for up to 5 days as long as they are not wet or soiled.

Juan added that he likes the N95 masks and said thanks for the masks.

5. Annual Pesticide Use Reporting DPR-HAS-118 mailed out

Kim reported that the [completed](#) annual pesticide use reporting form that was shared at our January meeting was mailed out to the Department of Pesticide Regulations on January 10. The form is due every year on January 31 so we were well ahead of schedule.

6. Update on Safety Training Plan for M&O Staff

Kim reported that M&O is on track with the [2021-2022 Safety Training Plan](#) that was shared with the committee in August. There is only one training session left scheduled for next Thursday, February 10.

Meagan questioned if it is true M&O will be getting Frontline training following that February 10 OSHA training and Kim confirmed that is the plan.

7. Discuss 1/10/22 & 1/13/22 Surprise Fire Drills

The Emergency Incident Team makes decisions on drill procedures but the Safety Committee meeting is a good place for site representatives to bring feedback from drill experiences that Nick can take to his Emergency Incident Teams for discussion as needed. Kim asked if anyone had any feedback to share that wasn't already submitted on a drill incident log.

- Drew commented that these surprise drills showed the muscle memory from all our drills has helped with the evacuation process and he liked the idea of the surprise part.
- Drew still has questions about the lockdown procedure and feels there is a long way to go with improving the lockdown process and silent communication.
- Kim asked Juan what he noticed from a student's perspective. Juan said he noticed people behaved more professionally and orderly. He feels the second drill was a lot better than the first. He also said they had a great teacher leading their group.

8. Reminder of Upcoming Emergency Drill Date

Our next drill is an Earthquake Drill scheduled for March 8 in the morning, afternoon and evening. Kim asked members to remind their staff of be prepared for those.

9. Updated Comprehensive School Safety Plan (CSSP) Draft

Kim reported that changes made to the CSSP are shown highlighted in the draft provided in the agenda. She thanked Nick for taking time to go through the plan and provide feedback from the Incident Command perspective.

Dorothy asked if names from assigned roles were removed and replaced with just role titles.

- Kim did not receive that suggested change but said there is still time to do that and she'll work on it.

Kim suggested considering revising the language about site security in the evenings because things have changed now to where Security services are viewed as District-wide and not site specific as has been in the past.

Drew commented that the Day guard goes into their office to retrieve his radio daily but they don't see him patrolling their area throughout the day.

- Lisa reported that part of that is because the guard assists with the Ins and Outs at the front campus, he is assigned to the bus loop before classes start and end, and he also relieves the Health Screener for his breaks. He patrols when he's able to in between those assignments.

Dorothy added that they're looking into the possibility of having an in-house security guard that we can assign more duties and improve site patrols. It will be an investment but it is related to the safety of our staff and students onsite so they will do a cost analysis and she'll keep us posted on that.

Juan asked if it would be possible to post the Security at the Gate 3 exit to help with the problem where people are turning right from the left lane. He feels the problem has gotten worse.

- Nick asked Juan to let him know of dates and times that he's noticed this happening because he has been surveying the area and noticed the frequency of occurrences has dropped to about 10% back in December and he did a significant amount of enforcement efforts in January to where he sees it down as low as 3%.
- Kim reported that M&O ordered signage to post indicating left lane turns left | right lane turns right, and a 'Right lane must turn right' sign. These signs will be posted near the exit and placed at a distance that'll allow for people time to shift lanes before the exit if needed.

Lisa reminded everyone that the Health Screener who sits in the tent is not a security guard.

Kim reminded everyone to send any additional changes to her by email or pony mail. She is still expecting the new Board Policy on Covid that needs to be plugged in.

10. Updating Incident and Illness Prevention Plan (IIPP)

Meagan reported that the IIPP is still being updated. She is currently focusing on updating the information on Sharps plan.

Lisa said that Kim will have to go through all the other Safety plans and update those as well. These are our site plans that we're required to have but they don't go to the State. They are posted on our Intranet.

11. Incident Reports received for January

There were no Incident reports received for the month of January. Kim reminded members that the Incident Report form will be added to Informed K12 and an announcement will be sent out once it's up.

12. StopIT Anonymous Reports received for January

Lisa reported that no StopIT reports were received for the month of January.

13. Upcoming Winter Break 2/22/22 - 2/24/22

Kim reported that M&O has several maintenance and custodial projects planned during that week including plumbing repairs that require water shutoff to those buildings. She asked sites to remind teachers that they are not supposed to be on campus that week. Kim will advise sites of projects that will impact them the week before.

Meagan asked to remind new hires of the holiday schedule because they don't all know.

14. Open Business

Lisa shared exciting news that Juan will be recognized at our February 9 Governing Board meeting for his involvement in our Safety Committee and all of his creativity and outstanding contributions. Members applauded Juan and expressed gratitude for his involvement.

Meagan thanked Nick for updating the Medical Emergency procedures. This plan will be posted and added to the CSSP.

15. Next Meeting

Our next meeting is scheduled for Friday, March 4, 2021. Kim said if anyone has an agenda item for that meeting they should send it to her.

16. Adjourn

With no further business to discuss, the meeting was adjourned by Kim at 10:41 AM.