



Pathway to the Future

# SAFETY COMMITTEE MINUTES

Date | time 12/4/18 1:30 P.M. | Meeting called to order by Gin Pender

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## In Attendance

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Gin Pender                      Gokcen Ceran                      Kris Kamandulis                      Jill Tamashiro                      Dan Norris  
Esmeralda Torres                      Maria Smith

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## Approval of Minutes

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A motion to approve November 2018 meeting was made by Jill Tamashiro and 2<sup>nd</sup> by Dan Norris.

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## Goals for Safety Committee 2018-19 update

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- Addition of a digital radio frequency for the Maintenance, Grounds, Transportation, and Custodial Departments. Integration of digital frequency will include access to district emergency channel.
- Update and standardize School Site Evacuation Maps. Updated maps will include location of Utility Shut Offs, AED, Fire Ex. etc.
- Review and recommend Emergency Management and Communication Software for implementation as part of our safety protocols.

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## Assignments and Reports

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1. Assignment and Reports by Sub-Committee members for 2018-2019
  - a. Chairperson- Miguel Cruz and Co-Chair- Virginia Pender
  - b. Risk Management- Maria Smith
    - i. Report out on preventable accidents (Workers Comp. Report) during December
    - ii. A total of 7 injuries were reported during November
  - c. Student Incidents- Jill Tamashiro
    - i. Reports out on Student Incidents/Injuries during November
    - ii. A total of 26 student incidents were reported during November
  - d. Maintenance, Operations and Transportation- Dan Norris, Esmeralda Torres and Miguel Cruz
    - i. Maintenance
      1. Focus has been to complete fire alarm inspections and correcting deficiencies.
      2. Follow up lab inspections have been completed by County. Inspection passed.
    - ii. Grounds
      1. Focus in grounds has been repairs on irrigation items, tree work, and working through pesticide application requests with outside vendors.
    - iii. Custodial

1. Custodial work days during break were discussed.
- iv. Transportation
  1. No School Bus Accidents during November
  2. Child Check System purchase and installation on all BUSD school busses will be brought for approval at the January board meeting.
- v. Vandalism District Wide
  1. A few minor events over Thanksgiving break. Sites were Noble and Ruskin.
- e. Site Liaisons- Gin Pender, Gokcen Ceran, Anthony Alberts, Maria Smith
  - i. Feed back or concerns from Elementary or Middle School Sites
- f. Strategic Planning or 5 Year Plan Review- Jill Tamashiro, Miguel Cruz
  - i. Strategic Planning Committee Objective & Three-Year Goal: Enhance our safe learning environment
    1. Item 1 by January 1, 2019 Director of MOT, Principals, and Director of Modernization will ensure necessary Maintenance access gates are in place at all school properties. **(In Progress)**
    2. Item 2 by March 1, 2019 Director of MOT, Assistant Superintendent of HR and District Safety Committee will provide emergency preparedness training dates for classified staff unable to attend the site training dates. **(In Progress)**
    3. Item 4 by March 1, 2018 Director of MOT will place fences and fire safety approved gates around at least three additional schools identified as having perimeter weaknesses. **(In Progress)**
2. BUSD Emergency Drill Summary
  - a. A review of all emergency drills completed during November was completed.
3. Emergency Preparedness Training and Drills
  - a. 11 Schools have completed their Emergency Preparedness Presentation for 18/19 school year.
  - b. Seven Schools have completed their lockdown drill
4. BUSD Safety Committee 18/19 Winter Safety Newsletter
  - a. A Final Draft of the Winter 18/19 Safety Newsletter will be brought for approval at the February Safety Meeting.
5. Next Safety meeting: February 5, 2019 1:30 p.m. at Morrill Middle School
6. Motion to adjourn **(Action Item)**

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## Next Meeting

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1/8/19 1:30 p.m. at BUSD Sierramont Middle School

A motion to adjourn the meeting at 2:30PM was made by Dan Norris, 2<sup>nd</sup> by Gocken Ceran