

April 13, 2010 Coos Bay School District Safety Meeting Minutes - Milner Crest Education Center

Safety committee members Dayna Inskeep, Mark Crocker, Joel Smallwood, Jared Olsen, Rod Danielson, Jack Banta, Peggy Christensen, and Diane Follansbee met in the Community Room at 3:15. Joel Jones, Jennie Nelson, and Pat Dowd did not attend.

Old Business:

- Minutes from March, 2010 meeting were read and approved.
- Our Safety Web page - Joel Smallwood will get a Word Press/Live Writer template from Peggy Christensen to use to post our committee's safety inspections on our web page.
- Joel Smallwood has been meeting with SAIF staff regarding our progress in adopting a District Safety Policy, Return to Work Policy, and Injury Prevention for Coaches and PE Teachers. Joel sent the "final drafts" of the policies to Bob De La Vergne for review and discussion with board members for inclusion in the current board policies review process, which Rod said should be completed by the end of the summer. Joel and Rod agreed that the Return to Work Policy is not something that needs to be a board policy, so we can add it to our safety page on the district web site and post of safety bulletin boards throughout the district now. Diane will send it to Shawn Conley – IT guru.

New Business:

- Joel S. showed us the Pace Insurance Company's (our district's liability insurance carrier) recent inspection report. They insure the district for property damage, flood and fire damage, etc. Troy De Young met with Joel and Rod in March and presented the Reported Risk Assessment. It has color pictures taken of situations in our district they believe present dangers and actions needed to correct them. We liked the format so much and decided we should also take pictures during our inspections. Troy recommended conducting and documenting inspections of play ground equipment and bleachers every month.
- Members asked Rod what we should do when we notice work that needs to be done to correct safety issues. He said the information should be shared with the building administrators.
- We will conduct our district-wide quarterly inspections in the last two weeks of April taking cameras with us to document issues that need attention. Joel handed out the schedules and is asking the person who is listed first for each building to get the blank forms needed for the inspection off the safety web site and bring them to the inspection. Joel will get copies of the prior inspections for that building to the same people. It was suggested that we meet with building administrators to discuss safety issues noted in their buildings and let them know the costs associated with not fixing the problems. For those not present at today's meeting, Joel emailed the schedules to everyone.

Our next meeting is scheduled as follows:
May 11, 2010 at Milner Crest 3:15.

The meeting was adjourned at 4:20.

Submitted by Diane Follansbee, April 16, 2010