

Official
Crook County School District
Safety Committee

ORGANIZATIONAL MEETING
NOVEMBER 9, 2010
3:15 PM CCMS

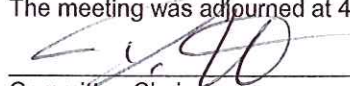
Members present: Deen Hylton, Dawna Sundberg, Kurt Sloper, Beth Lampert,
Cyndee Rizzardini, Mike Zielaskowski
Members absent: Rachael Huish

- 1.0 Selection of Chairperson:
Committee agreed unanimously to select Deen Hylton as Chairperson.
- 2.0 Selection of Secretary:
Committee agreed unanimously to select Dawna Sundberg as Secretary.
- Other Committee members:
Kurt Sloper – Administrative representative
Beth Lampert – Classified representative
Cyndee Rizzardini – Classified representative
Mike Zielaskowski – Licensed representative
Rachael Huish – Licensed representative
- 3.0 Meeting Dates
Discussion followed regarding a day that the committee can meet every month. It was decided that Tuesdays following the regular School Board meetings worked best for all committee members. Optional meeting days will be determined for building walk-throughs. Deen also spoke about having a SAIF representative meet with the committee for training on accident and incident investigations, hazard identification, and building inspections.
- 4.0 Meeting Time
Discussion followed regarding the time of day for committee meetings. It was decided that 3:15 pm would work for all committee members. Deen noted that meetings should normally be no longer than one hour.
- 5.0 Meeting Location
Discussion followed regarding the meeting location for regular committee meetings. It was decided that since the majority of committee members worked at the Middle School, the meetings would be held there.
- 6.0 & 7.0
Discuss Safety Policy / Look at Current District Safety Policies
Deen reviewed OSHA requirements that the Safety Committee meet monthly with building inspections done quarterly (with some exceptions). The committee also reviewed the current school district policies: Safety Program - EB, Building and Ground Inspection - EBA, Reporting of Hazards – EBAA, Safety Committee – EBAC, Safety Committee – EBAC-AR. Deen noted that the Safety Committee has no authority, but will make recommendations to the Administration for Board approval.
- 8.0 Discuss / Select Safety Charter
The committee briefly reviewed the 3 sample charters that Deen had supplied.

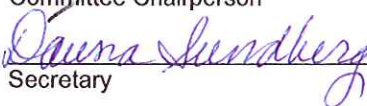
Kurt Sloper moved and Cyndee Rizzardini seconded that the committee return next month with notes on a Safety Committee Charter. The motion was unanimous in favor.

It was decided that Dawna will draft a Safety Committee Charter and send out to all committee members for input prior to the next meeting. Deen suggested the Charter be the first agenda item at the next meeting December 14th.

- 9.0 Adjournment
The meeting was adjourned at 4:30 pm.



Committee Chairperson



Secretary

12-9-10

Date minutes approved