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Crook County School District
Safety Committee

October 23, 2012
CROOK COUNTY MIDDLE SCHOOL

Members present: Deen Hylton, Dawna Sundberg, Beth Lampert, Cyndee Rizzardini, Mike Zielaskowski, and Scott Polen

1.0 Call to Order

Deen Hylton called the meeting to order at 3:22 PM. He introduced two new members, Athletic Director Scott Polen, new Administration representative and Academic Coach Glenifer Fields, new Licensed representative. Glenifer was unable to attend today's meeting.

Deen also announced that the next meeting has been scheduled for November 13th. The ESD will have someone at the meeting to take pictures of the committee members to post on the website.

2.0 Approval of minutes

Deen asked the committee to approve the minutes from the January 25, 2011 meeting. No changes were made and the committee voted unanimously to approve the minutes.

Deen asked the committee to approve the minutes from the May 22, 2012 meeting. No changes were made and the committee voted unanimously to approve the minutes.

3.0 Old Business

Deen gave the committee an update on the Emergency Flip Chart. The decision was made to use a very similar design as other school districts in the tri-county area. The common format will also give licensed substitutes and staff coming from the ESD a better chance to recognize the document and more quickly respond to emergency situations.

The new flip charts are at the Print Shop now and should be out to the buildings within the next 30 days. Each building will have to write in telephone numbers particular to that school. The flip chart will be saved electronically in order to make updating easier.

4.0 New Business

4.1 MSDS Project

Deen shared his concerns regarding the Material Safety Data Sheets (MSDS) book and the huge undertaking it is to update all the material and the lack of funding to complete the job. Deen suggested the Maintenance Department have the Master Copy and each site have a site specific book. He showed the committee the old books and how they were organized. The old books have numbered pages making it difficult to retrieve specific data. The committee agreed that the data should be organized alphabetically.

Deen told the members that the Site Safety Committee had expressed an interest in working on the project. He will be meeting with the Site Safety Committee at their next meeting on November 7th. He still has questions about how the project will get done in a timely manner and continued updating as new products are brought into the buildings. He noted that the District is out of compliance on this issue.

Discussion followed about having the finished MSDS book available on the website.

4.2 Print Shop Safety Concerns

Deen reviewed a list of safety concerns that were passed on from the Site Safety Committee regarding equipment usage at the Print Shop. Because of staffing cuts, Print Shop supervisor Julie Koon, is not in her department full time. She has been concerned about staff entering the print shop and using the laminator, and other specialized equipment, when she is not there and on weekends. The laminator can pose a fire hazard if left unattended and/ or misused. She is also concerned about teachers sending students to the print shop to use equipment without supervision. Even if the shop is locked, the Cecil Sly staff has access to a master key allowing them to enter at any time.

Deen said he did discuss the issue with the Building Administrator and the Superintendent, but they felt it was not appropriate to deny access to the staff. He has ordered timers for all of the district laminators that will shut the machines off after 30 minutes to help reduce the chance of fire.

Discussion followed regarding possible ways to address the safety issues brought up by continuing to allow staff to use the equipment without supervision, the fairness issue of Cecil Sly staff having access to the shop while other district staff members are not allowed the same privilege, and the possible fiscal issue; instructional staff not recording the proper funding for materials.

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The committee came to a consensus that students should not be in the print shop, and felt it would be appropriate for Deen to readdress the issue with the Administration team.

4.3 Safety Inspection Forms

Deen informed the committee that building inspection forms will soon be available on the website.

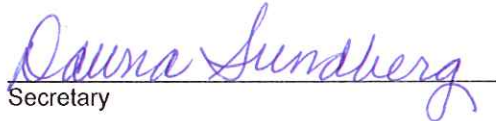
4.4 Incident Reports

Deen quickly reviewed the staff and student incident reports submitted from the beginning of the school year.

5.0 Adjournment

Next meeting will be Tuesday, November 13, 2012, at 3:15 PM at the Middle School Library.
Meeting adjourned at 4:25 PM.


Committee Chairperson


Secretary

11-13-2012
Approval Date