



**LAWTON PUBLIC SCHOOLS
SAFETY MEETING MINUTES
October 7, 2020**

1. **Opening** – The meeting was called to order at 9:30 a.m., Wednesday, October 7th, 2020 in the Central Middle School Auditorium by Dr. Jason James. The following members were present: Brenda Breeze, Karen Cooksey, Lynn Cordes, Jose Guadarrama, Jack Hanna, Brent Hagen, Chief Hornbeck, Dr. Jason James, Donald McCaig, Carol McPhail, Chris Sharkey, Daniel Smith, and Todd Smoot.

Members not present: Daniel Ghrayyeb and Gary Dees.

2. **New Business – Dr. Jason James**

- Approved safety minutes from September 2nd, 2020.
 - First by Karen Cooksey and second by Lynn Cordes
- Total Wellness Clinic
 - Schedule for Wellness Clinic was distributed.
 - Total Wellness will set-up a wellness clinic at Douglass. A nurse will be trained to administer test for the flu, strep and COVID-19.
 - More information will be forthcoming.
- Lynn Cordes' staff created a website on the Lawton Public Schools Website for the Safety Committee under "community".
 - Minutes, agendas and safety information will be posted on the website.
 - We are very thankful to Lynn Cordes' staff for creating the website for us.
- Crisis by Design - Discussion
 - Dr. Jason James – what to do if a student/staff has a seizure
 - You need to turn the student on their side. Everyone needs to stay calm. A staff member needs to stay with them at all times and have another staff member call 911.
 - We need to add seizure training to our GCN Tutorials.
 - Dr. James reminded committee that sites need to have a surprise fire drill using the correct equipment and correct protocol.

3. **Consultant Report – Todd Smoot**

- Slips, trips, falls, strains, sprains and lifting
- Claims Report as of 9/30/2020
 - 41.57 %Administration
 - 25.00% Teacher
 - 16.67% Transportation

4. **Department Reports**

- Security – Chief Hornbeck
 - Great year so far.
 - Thanked OSGA for money donated to the Safety Committee. The donation allowed Chief Hornbeck to supply vests to all staff that work with controlling traffic.

- Having issue with badges not being able to open doors.
 - We have teachers that have moved throughout the district and their badge does not open the door to the new site they are assigned to.
 - AJ Watson is in the process of buying new software for the doors and that will allow badges to work.
- Special Services – Chris Sharkey
 - Dates for CPI (Crisis Prevention Institute) will be October 22-23 and November 19-20.
 - Information concerning CPR will be forthcoming.
- Child Nutrition – Daniel Ghrrayyeb/Barbara Snow
 - Not present.
- Elementary Education – Brenda Breeze
 - Principals would like a listing of school marshals.
 - Almor West’s camera by safe room is not working.
 - Sites throughout the district intercoms are not working.
 - Dr. James said he has three goals that are in process
 - Working to improve classroom teacher technology tools such as ceiling mounted sound systems, interactive boards, & magnetic dry erase boards. Instructional video systems so teachers can record themselves for virtual students or to create digital lesson libraries.
- Middle School Education – Brent Hagen
 - Improvement with badge issues at Eisenhower Middle School.
 - Focusing on emergency drills, visitor management, masking and physical distancing.
- Secondary Education– Danny Smith
 - All drills have been completed.
- Transportation – Jack Hanna for Jay Hunt
 - Transportation’s parking lot has been re-surfaced.
 - Bus Drivers and Monitors on focusing on distancing and wearing masks.
 - Transportation is in the process of cleaning up area around transportation. 191 tires were removed and 15 buses are in the process of being surplus.
- Maintenance – Jack Hanna/Don McCaig
 - Cleaning up maintenance yard.
 - Mowing crews have been assigned to different areas.
 - Supervisor is Lance Smith.
 - Dr. James asked committee to introduce their selves to the crew’s staff.
 - Finishing roof inspections & potential storm damage claims across the district.
 - Eisenhower High School parking lot storm drain is being repaired.
 - Shoemaker LED parking lot safety lights are being installed.
 - Shoemaker parking lot resurface and redesign.
 - We are in the process of portable disposal, sale, & demolition.
 - Washington Elementary School flood prevention and storm drainage improvement.
 - Lincoln Elementary School – Civil Engineer & Architect to create bus loop, parent drop off & pickup & playground safe zones.
 - Pioneer Park Elementary School – working to create new bus drop off, parent pickup & drop off areas – resurface visitor parking lot on South East parking.
 - Auditorium sound systems moving forward to make all 7 secondary auditoriums consistent with equipment.
 - Donald McCaig reminded committee work orders have to be summited.

- Custodians – Jose Guadarrama
 - Focusing on deep cleaning and sanitization for COVID-19 prevention.
 - Everything discussed in this meeting involves safety. When you fix a door, fix a leak, or even work on the sound system; it involves safety.
- Educational Service – Karen Cooksey for Rick Owens
 - Shout out to Learning Tree Academy for following the Red Book procedure when we had a suspected gas leak.
- Public Relations – Lynn Cordes
 - Lynn is working on a standard COVID-19 letter that will be sent to parents if there is a need.
 - Principals will determine if the letter is necessary to go out. Please send to Lynn for viewing prior to pushing.
 - **Versus:** Administration will make the decision when the letter is to be sent to parents.

5. Announcements:

- Meeting adjourned at 11:00 a.m.

6. Meeting dates for 2020-2021

September 2, 2020	January 6, 2021
October 7, 2020	February 3, 2021
November 4, 2020	March 3, 2021
December 2, 2020	April 7, 2021
	May 5, 2021

Health observances and recognition dates* for 2020: 2020 National Health Observances

October

- Domestic Violence Awareness Month
- Eye Injury Prevention Month
- Health Literacy Month
- Healthy Lung Month
- Home Eye Safety Month
- National ADHD Awareness Month
- National **Breast Cancer** Awareness Month
- National Bullying Prevention Month
- National Dental Hygiene Month
- National **Down Syndrome** Awareness Month
- National Medical Librarians Month
- National Physical Therapy Month

- Pregnancy and Infant Loss Awareness Month
- [Spina Bifida](#) Awareness Month
- [Sudden Infant Death Syndrome \(SIDS\)](#) Awareness Month
- [Mental Illness](#) Awareness Week (Oct. 4–10)
- Malnutrition Awareness Week (Oct. 5–9)
- World Cerebral Palsy Day (Oct. 6)
- National [Depression](#) Screening Day (Oct. 8)
- World [Mental Health](#) Day (Oct. 10)
- Bone and Joint Health National Action Week (Oct. 12–20)
- Metastatic Breast Cancer Awareness Day (Oct. 13)
- Pregnancy and Infant Loss Awareness Day (Oct. 15)
- National Latino [AIDS](#) Awareness Day (Oct. 15)
- International Infection Prevention Week (Oct. 16–22)
- World Food Day (Oct. 16)
- National Healthcare Quality Week (Oct. 18–24)
- World Pediatric Bone and Joint Day (Oct. 19)
- National Health Education Week (Oct. 20–24)
- International Stuttering Awareness Day (Oct. 22)
- Respiratory Care Week (Oct. 25–31)
- World [Psoriasis](#) Day (Oct. 29)

November

- American [Diabetes](#) Month
- Bladder Health Month
- Chronic Obstructive Pulmonary Disease (COPD) Awareness Month
- Diabetic Eye Disease Month
- [Lung Cancer](#) Awareness Month
- National Alzheimer’s Disease Awareness Month
- National [Epilepsy](#) Awareness Month
- National Family Caregivers Month
- National Healthy Skin Month
- National [Hospice](#) Palliative Care Month
- National Stomach Cancer Awareness Month
- Pancreatic Cancer Awareness Month
- Prematurity Awareness Month
- World Antibiotic Awareness Week (Nov. 11–17)

- World Prematurity Day (Nov. 17)
- GERD Awareness Week (Nov. 17–23)
- Great American Smokeout (Nov. 19)
- International Survivors of Suicide Day (Nov. 21)
- National Family Health History Day (Nov. 26)