Clinton Central School District
District Health and Safety Committee Charter

Approved September 22, 2015

District Health and Safety Committee Authority

The Board of Education of the Clinton Central School District has established the District Health and Safety Committee to provide a safe, healthy and secure environment for all students, staff and as required under 8 NYCRR 155.4(d) - the RESCUE regulation (Rebuilding Schools to Uphold Education), 8 NYCRR 155.5 (Uniform Safe Standards for School Construction and Maintenance Projects) and EDN Section 2801 (SAVE Act) as well as Board Policy #8110 School Building Safety, #7365 Construction Safety, and #8220 Building and Grounds Maintenance and Inspection.

Mission

The District Health and Safety Committee is advisory to the Board of Education. The District Health and Safety Committee monitors the safe and healthy construction and maintenance of all District structures, assists in the investigation and disposition of health and safety related complaints, ensures the development of crisis intervention, emergency response and management practices and procedures and oversees the maintenance of the comprehensive District School Safety Plan.

Composition and Requisite Skills

The Clinton Central School District Health and Safety Committee members are appointed by the Board of Education from a list of individuals nominated by their constituency groups or in the case of parent and community members, self-nominated. The committee consists of a representative of the Board of Education, the community, teacher, administrator, and parent organizations and may include other school personnel including, but not limited to, the Directors of Facilities, Food Service and Transportation, a School Nurse and Student Safety Personnel. The committee may be expanded during times of construction to include the project architect and construction manager.
Members in good standing may continue to serve as long as they continue to attend and participate in meetings; there are no term limits. Committee members shall possess knowledge and expertise, or have adequate training in one or more of the areas of: building construction and maintenance, food service, transportation, phases of emergency response including preparedness, prevention/mitigation, response and recovery, school health mandates and initiatives and risk management.

**Duties and Responsibilities:**

The **responsibilities** of the Clinton Central School District Health and Safety Committee shall be to provide assistance to the Board through oversight of the following matters:

- Develop and annually review and revise district-wide comprehensive school safety plans;
- Review crisis intervention, emergency response and management activities at the district level;
- Monitor delivery of staff development on safety issues, and interventions;
- Assist in the investigation and disposition of health and safety related complaints during school construction;
- Participate in annual visual inspections of the schools;
- Consult on the school’s health and safety rating that assesses all major building systems, the effectiveness of the building maintenance plan keyed to the structural integrity and overall safety of the buildings;
- Participate in resolving health and safety complaints, including reviewing written responses to complainants;
- Monitor safety during school construction including participating in “walk through” inspections in post-construction periods to confirm the area is ready for re-use;
- Monitor the school lunch program kitchen health inspection program;
- Monitor chemical inventory and storage as well as accident reports and risk mitigation activities throughout the district.

Member **duties** include:

- Attendance and participation at meetings;
- Performance of duties in good faith, in a manner reasonably believed to be in the best interests of the Committee and the District with such care as a generally prudent person in a similar position would use under similar circumstances;
- Maintenance of confidential information to which members may have gained access during the exercise of their duties.
Meetings and Notification

An agenda for each meeting shall be determined in advance and the District Health and Safety Committee shall receive supporting documents in advance of the meeting for reasonable review and consideration. Any member of the Board of Education who is not a member of the District Health and Safety Committee may attend District Health and Safety Committee meetings. However, that member will not have a vote in the proceedings of the District Health and Safety Committee. The committee shall meet approximately four times a year with one meeting to occur during each of the academic quarters.

Decision-Making Process

When required, all decisions will be reached by vote of a simple majority of the total membership of the committee. A quorum consists of a simple majority of the membership and meetings will not be conducted unless a quorum is present.

Reporting Requirements

The Clinton Central School District Health and Safety Committee has the duty and responsibility to report its activities to the Board of Education. The District Health and Safety Committee’s reporting requirements are to:

- Report on the scope and breadth of committee activities so that the Board of Education is kept informed of its work;
- Provide minutes of all meetings;
- Report on material or significant non-compliances with laws or District policies and regulations;
- Report on any other matters that should be disclosed to the Board of Education.

Review of the Charter

The Clinton Central School District Health and Safety Committee shall assess and report to the Board of Education on the adequacy of this Charter no less than on an annual basis, or as necessary. Charter modifications, as recommended by the District Health and Safety Committee, should be presented to the Board of Education in writing for their review and adoption.