

COAST UNIFIED SCHOOL DISTRICT
SAFETY COMMITTEE MEETING MINUTES
NOVEMBER 17, 2020

1. Meeting Called to Order

Meeting called to order at 3:02 pm.

2. Roll Call

Present

Don Adams
 Christie Cosme
 Annie Lachance
 Garth Maijala
 Molly Hurst

Absent

Rachel German
 Lindsay Harrod
 Jan Boughter
 Sarah Johnston

3. Minutes

Minutes from meeting on October 20, 2020 approved by member vote. Annie Lachance approved, Rachel German seconded.

4. Budget Report

The following budget was shared with committee:

	<u>BEGINNING BALANCE</u>	<u>CURRENT BUDGET</u>	<u>EXPENSE</u>	<u>ENCUMBERED</u>	<u>ENDING BALANCE</u>
Grant Fund – 0066	\$-6.20	\$0.00	\$0.00	\$0.00	\$-6.20
Premium Rebate - 0071	\$13,708.21	\$4,500.00	\$3,821.43	\$0.00	\$14,386.78
District Match – 0072	\$1,128.04	\$4,980.00	\$1,061.78	\$0.00	\$5,046.26
Credit Funds - 0073	\$2,447.25	\$1,075.00	\$0.00	\$0.00	\$3,522.25
Disc. Funds – 0073-0074	\$-1,162.90	\$2,000.00	\$381.14	\$0.00	\$455.96
Balances	\$16,114.40	\$12,555.00	\$5,264.35	\$0.00	\$23,405.05

Budget Expenditures

Current Expenses **None**
 Encumberances **None**
 Gift Cards **None**

Rebate / Credit / Discretionary Funding

5. Old Business

There were three funding requests received for Grant Program:

1. MOT (Maintenance) – Saw Stop Professional Cabinet Saw
2. MOT – Scissor Lift Pallet Truck
3. MOT – (Custodial) – Cordless Electrostatic Backpack Sprayer

Garth clarified that the focus this year will be items that are related to COVID and ergonomics as well as generators.

Jan Boughter mentioned that the Library at CGS needs an ergonomic evaluation for stand desk work station. Garth directed her to the SIPE website to complete the online application.

Rachel German asked for clarification on Plexi-Glass Barriers. Annie clarified that COVID funds could be used to fund these requests.

Jan Boughter asked if PPE supplies (masks, face shields, gloves) could be purchase with COVID funds. Don Adams informed committee that these items have been supplied by the County Office of Education from the State and once these supplies are diminished, COVID funds would be used to purchase more of these items.

6. New Business

Christie Cosme asked for committee members' input and ideas regarding a safety newsletter and website. We need to increase participation in safety programs etc. Rachel suggested that we send out a flyer and / or information explaining the Safety Incentive Program for those who may not be aware. Committee members in favor of newsletter as well as website. Approved by member vote. Rachel German approved, Christie Cosme seconded.

7. Funding Requests

None

8. Safety Incentive Program

Emailed Monthly Safety Topic

Drawing Winners

Clean Workspace – No Nominations Received

Nominated by – None

Caught in the Act – Maria Sison (CGS)

Nominated by – Lori Nunez (CGS)

SIPE Monthly Safety Quiz – No Quiz in October

Online Training –

1. Doug Davis (MOT) – 9 Trainings
2. Sarah Johnston (CUHS) – 3 Trainings
3. Jocelyn Cebreros (Café) – 3 Trainings

Quarterly Certificates of Completion – None

9. Accidents or Near Hit Misses

Students – None

Staff – None

10. Emergency Preparedness, Programs and Written Procedures, Evacuation and Fire Drills

Don informed committee that Emergency Preparedness will resume again soon.

11. Hazard Identification, Evaluation, and Control

Don informed the committee that the old SDS books have been updated and are current.

12. Next Meeting Date

No meeting in December. Next meeting will be on January 19, 2021.

13. Adjournment

Meeting ended at 4:02 pm.