

**COAST UNIFIED SCHOOL DISTRICT
SAFETY COMMITTEE MEETING MINUTES
JANUARY 19, 2021**

The meeting was called to order at 3:31 pm. In attendance: Don Adams – Safety Coordinator, Christie Cosme – Asst. Safety Coordinator, Annie Lachance – District Office, Molly Hurst – SIPE Representative, Jan Boughter – Teacher, Sarah Johnston – Teacher.

MINUTES

Members reviewed the minutes of the November 17, 2020 meeting. The minutes were approved as presented by member vote. Annie motioned to approve and Sarah seconded.

BUDGET REPORT

Don Adams gave the following budget report:

	<u>BEGINNING</u> <u>BALANCE</u>	<u>CURRENT</u> <u>BUDGET</u>	<u>EXPENSE</u>	<u>ENCUMBERED</u>	<u>ENDING</u> <u>BALANCE</u>
Grant Fund - 0066	\$-6.20	\$0.00	\$1,448.61	\$2,970.83	\$-4,425.64
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	\$6,712.90	\$2,970.83	\$18,985.61

Budget Expenditures

Current Expenses	Height Adjustable Desks for J. Boughter / J. Sassaman	0066	\$1,448.61
Encumbrances	Cordless Electrostatic Backpack Sprayers – M.O.T.	0066	\$2,970.83

OLD BUSINESS

Don Adams reported that 2 – Victory Innovations Electrostatic Backpack Sprayers as well as 2 – Adjustable Height Desks were approved for purchase. The total amount approved for the 2020/21 Grant Program is \$4,557.93. The backpack sprayers have been received and are in use. Christie Cosme reported that the Safety Website is in process and that a Safety Incentive Flyer was sent out via email. Don followed up regarding the safety logo and asked members if there were any students that might be interested in designing it.

NEW BUSINESS

Don Adams informed committee that the deadline to submit content for the Safety Newsletter is April 1, 2021 and to send ideas to Christie Cosme. Don also went over the Claims Data for December 2020.

FUNDING REQUESTS

The MOT Department submitted a funding request for a 3,300 lb. Scissor Lift Pallet Truck. The total cost of the equipment is \$1,067.99. A motion was made by Annie Lachance to approve the purchase and Christie Cosme seconded.

Jan Boughter reported that the Secretaries from Cambria Grammar School would like foot stools. Don Adams advised Jan to have any one with a request for a safety item purchase to submit a funding request form. Jan will pass along the information at the next site meeting. Jan also asked about the status of the workstation evaluation for the library at CGS. Don will follow-up.

Sarah Johnston asked about Ergonomic Chairs and Keyboards. Annie Lachance informed committee that the district works with a couple vendors who will bring out chairs and let us try them out before they are purchased. Sarah will send in funding requests for these items before these vendors are contacted.

SAFETY INCENTIVE PROGRAM

Don Adams reported that the monthly safety topic and quiz was emailed to all district personnel. There were no nominations received for Safety Concerns / Suggestions or Caught In The Act. Kathy Barnes (November) and Sigrid Castaneda (December) won \$25.00 gift cards for the SIPE Monthly Safety Quiz. Doug Davis, Maribel Fernandez, and Monica Melendrez were also awarded \$25.00 gift cards for completing the most online safety trainings. Don reported that there was great participation for the months of November and December.

ACCIDENTS OR NEAR HIT MISSES

Don Adams reported that there were no accidents or near hit misses reported for students. There were however three incidents reported for district staff. He reported that a MOT Employee got debris in his eye from a tree branch and an Administrator slipped on a hillside and twisted his ankle. Both incidents were reports only.

HAZARD IDENTIFICATION, EVALUATION, AND CONTROL

Don Adams shared information on the Annual Site Safe Inspections and the Fire Inspection. Don reported that everything that he had written up as items that needed correction have been taken care of by the Maintenance team. There are only three more classrooms that need to be resolved.

The meeting adjourned at 3:54 pm. Next meeting will be held on Tuesday, February 16, 2021 at 3:30pm via Zoom.

Christie Cosme
Asst. Safety Coordinator