

**COAST UNIFIED SCHOOL DISTRICT
SAFETY COMMITTEE MEETING MINUTES
FEBRUARY 16, 2021**

The meeting was called to order at 3:30 pm. In attendance: Don Adams – Safety Coordinator, Christie Cosme – Asst. Safety Coordinator, Jan Boughter – Teacher, Sarah Johnston – Teacher, and Rachel German – Teacher.

MINUTES

Members reviewed the minutes of the January 19, 2021 meeting. The minutes were approved as presented by member vote. Jan motioned to approve and Rachel 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	\$4,420.00	\$4,419.43	\$0.00	\$-5.63
Premium Rebate - 0071	\$13,708.21	\$4,500.00	\$3,821.43	\$1,068.00	\$13,318.78
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	\$16,975.00	\$9,683.78	\$1,068.00	\$22,337.62

Budget Expenditures

- Current Expenses
- Encumbrances

OLD BUSINESS

Don Adams reported that there was no Old Business.

NEW BUSINESS

Don Adams informed committee that the deadline to submit content for the Safety Newsletter was submitted to SIPE on 2/11/21. SIPE will work on the format and return a draft back to us for any changes

Don went over the Claims Data for January 2021. He reported that there were no claims for CUSD in January.

Don informed the committee that we still need a design for the Safety Committee Logo. No one had come up when anything yet.

Don informed the committee that SIPE would like to receive photos of safety incentive winners and safety hazards.

FUNDING REQUESTS

Annie Lachance submitted a request for half the cost of a Height Adjustable Base & Credenza and three Height Adjustable Chairs be paid with safety funds. Total requested was \$2,078.77. The committee approved. Rachel German motioned to approve and Jan Boughter seconded.

Suzette Morrow submitted a request for a Ergonomic Chair. Total requested was \$151.00. The committee approved. Christie Cosme motioned to approve and Jan Boughter seconded.

Sarah Johnston submitted a request for a Ergonomic Chair. Total requested was \$151.99. The committee approved. Rachel German motioned to approve and Don Adams seconded.

Jan Boughter asked if a paper cutter w/ no finger guard could be submitted as a funding request. Don advised the committee that the paper cutter should be put out of service and Jill should be notified. This item does not fall under a covered expenditure. This item should be replaced using the school's general fund.

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. Ruby Cambron won a \$25.00 gift card for the SIPE Monthly Safety Quiz. Susan Padgette won a \$25.00 gift card for completing the most online trainings and Monica Melendrez won a \$100 gift card for the Quarterly Drawing. Don mentioned that participation had dropped this month.

ACCIDENTS OR NEAR HIT MISSES

Don Adams reported that there were no accidents or near hit misses reported on the agenda however he had just been informed that an employee in Maintenance contracted Poison Oak from an area behind the Bus Barn. The Poison Oak will be cleared to prevent any further claims.

EMERGENCY PREPAREDNESS, EVACUATIONS, FIRE DRILLS

Nothing was reported.

HAZARD IDENTIFICATION, EVALUATION, AND CONTROL

Nothing was reported.

SAFETY TRAINING AND EDUCATION

Don Adams reported that a Forklift Training for the MOT Department was held on February 11, 2021. The training was 6 hours of classroom training and then hands on using the forklift. Six MOT personnel were trained and received certification or re-certified.

The meeting adjourned at 4:04 pm. Next meeting will be held on Tuesday, April 20, 2021 at 3:30pm via Zoom.

Christie Cosme
Asst. Safety Coordinator