

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

Meeting called to order at 3:33pm

MEMBERS PRESENT:

Don Adams, Christie Cosme, Annie Lachance, Jan Boughter, Emily Takahashi, Taylor Henderson, and Mike Bruffey.

MINUTES

Members reviewed the minutes of the September 21, 2021 meeting. The minutes were approved as presented by member vote. Emily Takahashi motioned to approve and Jan Boughter 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 | \$0.00 | \$0.00 | \$-6.20 |
| Premium Rebate - 0071 | \$3,448.59 | \$4,000.00 | \$0.00 | \$0.00 | \$7,448.59 |
| District Match – 0072 | \$5,046.26 | \$4,000.00 | \$0.00 | \$0.00 | \$9,046.26 |
| Credit Funds - 0073 | \$3,266.25 | \$2,000.00 | \$0.00 | \$0.00 | \$5,266.25 |
| Disc. Funds – 0073-0074 | \$-413.07 | \$2,000.00 | \$896.25 | \$0.00 | \$690.68 |
| Balances | \$11,341.83 | \$12,000.00 | \$896.25 | \$0.00 | \$22,445.58 |

Budget Expenditures

| | | | |
|-------------------------|------------------------------------|-----------|----------|
| Current Expenses | Adjustable Height Chair / J. Bales | 0073-0074 | \$86.74 |
| | Adjustable Height Desk / J. Bales | 0073-0074 | \$809.51 |

Encumbrances

OLD BUSINESS

Don reminded everyone that funding requests for the Grant Program should be turned in to Christie by November 1, 2021. He also informed the Committee that the Fall edition of the Safety Newsletter was sent out on October 1, 2021.

NEW BUSINESS

Don talked about the SIPE Grant Program and reminded everyone that the application deadline is December 1, 2021. Don also informed the committee that SIPE has updated the Worker’s Compensation Premium Rebate Program and the changes could be found on the guidelines provided with the agenda. Don talked about the responsibilities of the Site Safety Representatives. He reminded everyone that as a Site Representative, they should be encouraging staff at their sites to participate in the Safety Incentive Program and to get involved in Safety. He encouraged the Site Representatives to ask for suggestion during staff meetings to increase participation.

FUNDING REQUESTS

Don reported that we received a funding request from Lindsay Harrod of Food Services for a First Aid Cabinet totaling \$132.03. Jan Boughter asked if COVID funds could be used for this purchase and Annie clarified that it does not pertain to COVID therefore COVID funding can not be used to purchase this item.

SAFETY INCENTIVE PROGRAM

Don reported that the October Safety Topic was Fire Safety & Prevention Strategies and that Carolyn Meadows from the District Office is the winner of the SIPE Quiz. There were no nominations received for Caught In The Act or Safety Concerns & Suggestions. Kristal Conklin is the winner of the Online Trainings. She completed 12 trainings. The Newsletter Trivia Drawing winner is Monica Melendrez. Don explained the Caught In The Act incentive and encouraged committee members to pass along the information to their sites as both the person reporting and the person caught in the act receive a \$25.00 gift card.

ACCIDENTS OR NEAR HIT MISSES

Don reported that a teacher at Cambria Grammar School tripped over a curb and fell on her right knee. This was a report only.

EMERGENCY PREPAREDNESS, EVACUATIONS, FIRE DRILLS

Don reported that Cambria Grammar School had a Fire Drill on October 4, 2021 and Santa Lucia Middle School scheduled and reviewed their Emergency Drills on September 22, 2021. Coast Union High School has an Earthquake Drill scheduled for October 21, 2021. Don also informed the committee that all sites will be participating in the Great California Shakeout on October 21, 2021 at 10:21 am. The date and time coincide.

HAZARD IDENTIFICATION, EVALUATION, AND CONTROL

Don asked committee members if they had anything to report. There was nothing reported. Don reminded everyone that if they have something to report to please email him as well as have the Site Secretary put a work order in School Dude.

COMMITTEE MEMBER COMMENTS / REPORTS

Don said that he prefers to continue holding meetings via Zoom and asked if everyone was ok with that. Committee decided to continue via Zoom.

NEXT MEETING

Don informed everyone that the next meeting is on November 16, 2021.

The meeting adjourned at 3:54 pm.

Christie Cosme
Asst. Safety Coordinator