

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

Meeting called to order at 3:31 pm

MEMBERS PRESENT:

Don Adams, Christie Cosme, Jan Boughter, Emily Takahashi, and Mike Bruffey.

MINUTES

Members reviewed the minutes of the October 19, 2021 meeting. The minutes were approved as presented by member vote. Jan Boughter motioned to approve and Emily Takahashi 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	\$1,781.44	\$0.00	\$-194.51
Balances	\$11,341.83	\$12,000.00	\$1,781.44	\$0.00	\$21,560.39

Budget Expenditures

Current Expenses

Encumbrances

OLD BUSINESS

Don let the committee know that there were only five funding requests received from Cambria Grammar School and none from any of the other sites and that Christie was in the process of completing the application for the deadline on December 1, 2021.

NEW BUSINESS

Don discussed the WC Claims Summary Data and informed the committee that CUSD is improving as there have been fewer claim. He also informed the committee that SIPE is offering a workshop on February 28, 2022 that will focus on Building Employee Engagement for a Strong Safety Culture. Don encouraged all of the site safety representatives to participate in the safety incentive programs, ask for suggestions during site meetings and to get their sites involved.

FUNDING REQUESTS

Don reported that there were no funding requests received.

SAFETY INCENTIVE PROGRAM

Don reported that the SIPE Monthly Safety Topic for November was Slips, Trips and Falls and the winner of the Quiz was Kathy Barnes from the District Office. Don informed the committee that the Caught In the Act Drawing winner goes to Megan Dedic and Kim Gray when Megan reported that Kim went out of her way to get her tall step ladder to reach something off of the top shelf. There were no Safety Concerns or Suggestions nor were there any Online Safety Trainings completed. Don reported that no one has completed any safety trainings online three months in a row. Don encouraged committee members to participate and to try to encourage their sites to participate more.

ACCIDENTS OR NEAR HIT MISSES

Don reported that a Custodian dropped a trash can lid on her hand. She did seek medical attention.

EMERGENCY PREPAREDNESS, EVACUATIONS, FIRE DRILLS

Don reported that Cambria Grammar School completed a Fire Safety Training Review on November 3, 2021. Santa Lucia Middle School and Coast Union High School had nothing to report.

HAZARD IDENTIFICATION, EVALUATION, AND CONTROL

Don asked committee members if they had anything to report. There was nothing reported.

COMMITTEE MEMBER COMMENTS / REPORTS

Don asked if there were any comments or reports and Jan Boughter said that she was concerned about the shade structure at Cambria Grammar School as it still has not been put up. Don explained that when CGS was built, there was no final DSA approval. The district is waiting for the final letter of approval since they have everything ready to go and work has been approved. Don said the project should not be delayed for much longer.

NEXT MEETING

Don informed everyone that there would be no meeting in December and we would resume meeting on January 18, 2022.

The meeting adjourned at 3:47 pm.

Christie Cosme
Asst. Safety Coordinator