

**COAST UNIFIED SCHOOL DISTRICT  
SAFETY COMMITTEE MEETING MINUTES  
January 18, 2022**

Meeting called to order at 3:30 pm

**MEMBERS PRESENT:**

Christie Cosme, Annie Lachance, Jan Boughter, Emily Takahashi, Taylor Henderson. Christie Cosme ran the meeting in Don’s absence.

**MINUTES**

Members reviewed the minutes of the November 16, 2021 meeting. The minutes were approved as presented by member vote. Annie Lachance motioned to approve and Emily Takahashi seconded.

**BUDGET REPORT**

Christie Cosme 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	\$138.99	\$0.00	\$7,309.60
District Match – 0072	\$5,046.26	\$4,000.00	\$132.14	\$0.00	\$8,914.11
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	\$1,923.00	\$0.00	\$-336.07
<b>Balances</b>	<b>\$11,341.83</b>	<b>\$12,000.00</b>	<b>\$2,194.13</b>	<b>\$0.00</b>	<b>\$21,147.69</b>

**Budget Expenditures**

Current Expenses	Adjustable Height Chair – Lupe Aguilar – CUHS	0073-0074	\$141.56
	First Aid Kit – Lindsay Harrod – Food Services	0073-0074	\$132.14
Encumbrances			

**OLD BUSINESS**

Christie let the committee know that the SIPE County Wide Workshop is cancelled. Christie also informed the committee that three Adjustable Height Desks were approved by SIPE for the Grant Program. She said that the desks would be ordered and then the district would submit the paperwork and supporting documents to SIPE for reimbursement.

**NEW BUSINESS**

Christie discussed the WC Claims Summary Data provided by SIPE. She 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. Christie let the committee members know that if they are interested in attending to contact Cheryl at SIPE. Christie 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**

Christie reported that there were two funding requests that did not qualify for the SIPE Grant and therefore were rolled over for committee approval. A Height Adjustable Stool for Julie Castle and Megan Dedic at Cambria Grammar School were both approved by member vote. Annie Lachance motioned to approve and Taylor seconded.

### **SAFETY INCENTIVE PROGRAM**

Christie reported that the SIPE Monthly Safety Topic for December was Hand Washing and Indoor Air Quality for January. Scott Love from Leffingwell High School was the quiz winner for December and Andrew Crosby from Coast Union High School for January. Christie informed the committee that the Caught In the Act Drawing winner goes to Danny Siegele, Gilberto Nunez and Dave Bidwell of Maintenance. Dave reported that Danny and Gilberto were properly using an extension ladder while cleaning the gutters at Coast Union High School. Jan Boughter reported a safety concern that a door mat in front of a classroom was slippery. Don Adams is the winner of the safety trainings for completing three online trainings.

### **ACCIDENTS OR NEAR HIT MISSES**

Christie reported that a member of the Grounds crew cut his finger on a hedge trimmer and received ten stitches.

### **EMERGENCY PREPAREDNESS, EVACUATIONS, FIRE DRILLS**

Christie reported that Cambria Grammar School completed a Shelter In Place Drill on November 30, 2021. Santa Lucia Middle School and Coast Union High School had nothing to report.

### **HAZARD IDENTIFICATION, EVALUATION, AND CONTROL**

Christie asked committee members if they had anything to report. Nothing reported.

### **COMMITTEE MEMBER COMMENTS / REPORTS**

Christie asked committee members if they had any comments or reports and Emily Takahashi reported that she was concerned that she had not been receiving COVID Exposure Notifications regularly when she knew she had been exposed. Annie Lachance said that she would follow up with Kathy Barnes regarding her concern.

### **NEXT MEETING**

Christie informed everyone that the next meeting would be on February 15, 2022 at 3:30 pm via Zoom.

The meeting adjourned at 3:43 pm.

Christie Cosme  
Asst. Safety Coordinator