

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

Meeting called to order at 3:31 pm

MEMBERS PRESENT:

Don Adams, Christie Cosme, Annie Lachance, Megan Dedic, Sherry Aguilar, Taylor Henderson and Sheri McLain were present.

MINUTES

Members reviewed the minutes of the August 20, 2022 meeting. The minutes were approved as presented by member vote. Annie Lachance motioned to approve and Megan Dedic seconded.

BUDGET REPORT

Don Adams gave the following budget report: There has been no change to the budget.

	<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	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Premium Rebate - 0071	\$6,993.83	\$4,000.00	\$0.00	\$0.00	\$10,993.83
District Match – 0072	\$9,508.12	\$3,200.00	\$0.00	\$0.00	\$12,708.12
Credit Funds - 0073	\$5,010.25	\$500.00	\$0.00	\$0.00	\$5,510.25
Disc. Funds – 0073-0074	\$0.00	\$2,000.00	\$0.00	\$0.00	\$2,000.00
Balances	\$21,512.20	\$9,700.00	\$0.00	\$0.00	\$31,212.00

Budget Expenditures

Current Expenses **None**

OLD BUSINESS

Don informed the committee that he had purchased the Red Emergency Bags and is in the process of narrowing down a list of the required items that should be kept in them. Annie inquired about the status of the Ergonomic Office Chair for Michael Lant and Don explained that we are still waiting on a preferred vendor list from SIPE. Don will follow up with SIPE after the meeting. Sherry Aguilar mentioned that she was working on a list of classrooms at Santa Lucia Middle School that need blinds and will have that available for the next meeting.

NEW BUSINESS

Don informed the committee that the SIPE Grant Program application is due on December 1, 2022 and that if anyone has anything safety related that needs to be purchased for their site to please let us know. He asked committee members to refer back to the expenditure guidelines that were attached to the agenda.

FUNDING REQUESTS

Don reported that the funding request from Cambria Grammar School for Michael Lant was submitted for an Ergonomic Office Desk Chair is still pending the preferred vendor list from SIPE. Annie suggested that the committee should pre-approve a maximum amount of \$600 in order to expedite the order once the preferred vendor list has been received. Sherry Aguilar motioned to approve the \$600 maximum and Annie Lachance seconded. Christie will send the preferred vendor list to committee members and Michael Lant once received.

SAFETY INCENTIVE PROGRAM

Don reported that the SIPE Safety Topic for October was Holiday Decorating Safety. The computer selected the winner at random, Susan Padgette at Cambria Grammar School. Susan will receive a \$25.00 gift card. Don reported that there were two Caught In The Act submissions and the winner will be selected at random. Susan Padgette and Jody Patton were selected and they both will receive \$25.00 gift cards. Don reported that there were no submissions for Safety Concerns / Suggestions and we are still waiting on the SIPE website to be able to determine our winners for Online Safety Trainings.

ACCIDENTS OR NEAR HIT MISSES

Don reported that an M.O.T. employee hit her toe with a lunch table and went to the doctor the day after. There are no follow-up appointments necessary and employee is fine. Don also reported that a Principal hit head on a cabinet and this was a report only situation. Don explained to the committee the importance of reporting any and all accidents.

EMERGENCY PREPAREDNESS, EVACUATIONS, FIRE DRILLS

Don reported that Cambria Grammar School completed a Bus Evacuation Drill on October 14, Santa Lucia Middle School on September 27 and Coast Union High School and Leffingwell on October 4. All sites participated in the Great American Shake Down on October 20, 2022.

HAZARD IDENTIFICATION, EVALUATION, AND CONTROL

Don asked committee members if they had anything to report. Nothing to report.

SAFETY TRAINING AND EDUCATION

Don reported that there was a Bus Driver Safety Meeting on October 18, 2022, a M.O.T. Safety Meeting on Ladder Safety on October 19, 2022 and a Crisis Intervention Training for Special Ed on October 19 as well.

COMMITTEE MEMBER COMMENTS / REPORTS

Don asked committee members if they had any comments or reports. Megan Dedic asked if we would continue meeting via Zoom or return to in person meetings. Don advised the committee that we would take a vote on this at our next meeting.

NEXT MEETING

Don informed everyone that the next meeting would be on November 15 via Zoom.

The meeting adjourned at 3:53 pm.

Christie Cosme
Asst. Safety Coordinator

