

**COAST UNIFIED SCHOOL DISTRICT
SAFETY COMMITTEE MEETING AGENDA**

DATE: Tuesday, November 7, 2023
TIME: 3:30 PM
LOCATION: District Office Conference Room

MISSION STATEMENT

The CUSD Safety Committee is dedicated to building a culture of Safety through training, education, and policy development with the intent of achieving and maintaining a safe, healthful working environment.

GOAL

The goal of the CUSD Safety Committee is to effectively eliminate accidents and illnesses by involving Staff and Supervisors alike in identifying hazards and suggesting ways to eliminate and prevent them from occurring.

CALL TO ORDER

Safety Coordinator, Ruben Campos will call the meeting to order.

ROLL CALL

Ruben Campos will take attendance of Committee Members:

Ruben Campos	Alondra Bustillos	Sherry Aguilar
Christie Cosme	Megan Dedic	Sheri McClain
Jennie Bautista	Taylor Henderson	SIPE Representative

APPROVE MINUTES

Committee members will consider approving the meeting minutes from meeting on November 7, 2023.

BUDGET REPORT

Ruben Campos will report on the following 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	\$8,879.73	\$6,000.00	\$2,010.41	\$0.00	\$6,869.32
District Match – 0072	\$6,954.47	\$6,000.00	\$249.92	\$0.00	\$6,704.55
Credit Funds - 0073	\$4,713.80	\$1,244.00	\$359.34	\$0.00	\$4,354.46
Disc. Funds – 0073-0074	\$1,784.92	\$2,000.00	\$1,158.53	\$0.00	\$626.39
Balances	\$22,332.92	\$15,244.00	\$3,778.20	\$0.00	\$18,554.72

Budget Expenditures

Current Expenses	USB port Keyboard and Mouse, Ergonomic Mouse, LED Desk Lamp, 3M Adjustable Document Holder, Boyata Laptop Stand, Laptop Holder
-------------------------	---

Deposits

OLD BUSINESS

Ruben will report on the following Old Business that does not require committee action:

- Nothing to report.

NEW BUSINESS

Ruben will report / discuss the following:

- 4 ergonomic chairs for District Office-SIPE Grant
- Ergonomic office computer drafting chair-CUHS-SIPE Grant
- Fiscal Bulletin

FUNDING REQUESTS

Ruben will report on the following, then Committee will vote:

- WESTCOT 18" Paper Cutter

SAFETY INCENTIVE PROGRAM

Ruben will report on the following, then the winner of the Newsletter Trivia Drawing will be chosen:

- SIPE Monthly Safety Topic – October-Fire Extinguishers-Safety Data Sheets
- October SIPE Quiz Winner – Megan Swanlund
- Caught In The Act Drawing – 6 Received – CGS
- Safety Concerns / Suggestions – Sheri McClain- CGS & CUHS
- Online Safety Trainings –
- Quarterly Online Safety Training Drawing-

ACCIDENTS OR NEAR HIT MISSES

Ruben will report on the following injury data, accident reports and near hit misses.

- Nothing to report.

EMERGENCY PREPAREDNESS, EVACUATIONS, FIRE DRILLSE

Ruben will report on the following drills, evacuations, emergency trainings that have taken place:

- Cambria Grammar School – Nothing to report
- Santa Lucia Middle School – Nothing to report
- Coast Union High School – Nothing to report
- Leffingwell High School – Nothing to report

HAZARD IDENTIFICATION, EVALUATION, AND CONTROL

Committee discussion regarding corrective action of identified safety hazards by committee members, employees, and supervisors.

- Does anyone have anything to report?

SAFETY TRAINING AND EDUCATION

Ruben will report on any recent training's and committee members to recommend trainings, refreshers, and emergency response trainings.

- M.O.T. Safety Meeting scheduled for October, "Fire Extinguishers".

COMMITTEE MEMBER COMMENTS / REPORTS

Committee Members to report on various activities and issues that do not require committee action.

NEXT MEETING

- December 2023, no meeting

ADJOURNMENT

Ruben to order meeting adjournment.

Jenni Bautista
Alondra Bustillos
Asst. Safety Coordinator