

COAST UNIFIED SCHOOL DISTRICT SAFETY COMMITTEE

FEBRUARY 16, 2016

The meeting was called to order by Lee Wight, Safety Coordinator, at 3:32 pm.

Present

Mike Lant
Sarah Joller
Lee Wight
Grant Phillips
Mary Stenbeck
Garth Maijala

Absent

Sally Thompson
Annie Lachance
Carrol Adams
Carrie Brown

The Minutes from the January 19th, 2016, meeting were approved. A motion was made by Mary Stenbeck to approve the minutes and seconded by Grant Phillips. The minutes were approved by member vote.

Budget Report

	BEGINNING BALANCE	EXPENSE	BALANCE
Credit Funds	\$1,394.00	\$000.00	\$1,394.00
Discretionary Funds	\$2,576.73	\$893.89	\$1,682.84
Premium Rebate	\$6,218.00	\$921.56	\$5,296.44
Grant Fund	\$0,000.00	\$000.00	\$000.00
District Match	<u>\$5,165.24</u>	<u>\$2,175.63</u>	<u>\$2,989.61</u>
Balances	\$15,353.97	\$3,991.08	\$11,362.89

Budget Expenditures

Current Expenses	\$2,517.28
Previous Expenses	<u>\$1,473.80</u>
Year to Date Expenses	\$3,991.08

Changes to Budget

Premium Rebate - \$142.96 - Chair for School Nurse from Office Depot

District Match - \$2,103.70 - Lockdown Kits for all Sites from More Prepared and Hardhats for SLMS and CUHS from McMaster Car

Credit Funds - \$270.62 - Camera for Lee Wight, Safety Coordinator, from Office Depot

Old Business

- a. Quotes Approved by Committee
 - i. More Prepared - Classroom Lockdown Kits - Standard, qty-51, for all Sites, Price-\$2,061.29 – **Delivered to Sites**
 - ii. Safety Max - Red Backpacks and Safety Vests, CGS, SLMS, Price-\$50.25 – **Delivered to Sites**
 - iii. School Nurse Supply, Inc. - CPR Resuscitator Masks and Nursing Supplies, for all sites, Price-\$2,508.89 –**Delivered to Sites - A couple of items were missing and Sarah sent Mona at the DO an email requesting that the DO follow up on missing items in the order.**
 - iv. Safety Max -One Red Backpack, CGS, Price-\$16.45 - **Delivered to Site**

- v. McMaster-Carr -Three Megaphones, CGS, LHS, CUHS, Price-\$203.79 - **Delivered to Sites**
- b. Quotes Requested for Office Chairs & Keyboard Trays
 - i. Tri County Office Furniture
 - ii. EC West
 - iii. Russco
 - iv. Sierra School Equipment Company

Work in progress - Need to meet with Lee and Annie to decide what action to take based on information received to date.

Garth asked if Lee had the 3 most popular keyboard trays document that he had given him previously. Lee stated that he did and that he would give the document to Sarah to give to vendors for more information.

New Business

- c. Request for Funding from CUHS for Handcart for Office, Price - \$390.13 – Mary motioned, Grant seconded, and the purchase was approved by member vote.
- d. Experience Modification Factor – Coast Unified EMF dropped from 1.39 to 1.32 for 16-17 Fiscal Year. SLOCOE went up from 2.09 to 2.25 for 16-17 Fiscal Year.
- e. SIPE Fiscal Year Claim Summary – There were 6 claims in the 2012-13 Fiscal Year. Per Lee and Garth, the high dollar amount in 2012-13, \$18,537.87, was probably due to an old claim that had been paid in 2012-13.
- f. Countywide SIPE Workshop, March 18th - Committee members were told to let Sarah or Lee know if they plan to attend and Sarah would R.S.V.P. on their behalf. Per Garth, SIPE will provide substitutes for the teachers that would like to attend. The SIPE Workshop is being held at the Ventana Grill in Pismo Beach. SIPE gives away a lot of prizes at the event and there is good food. Registration is at 8:00 am, and the workshop goes until 1:00 pm.
- g. SIPE Safety Grant:
 - i. Safety Flammable Acid Cabinet, CUHS - **Delivered to Site and Installed**
 - ii. Electric Backstop Winch, SLMS - **Delivered to Site but not Installed**
 - iii. Ladders for Uneven Surfaces, All Sites, **Delivered to M&O – Maintenance staff have been figuring out how to work with those.**
 - iv. Desk/Workstation, Kendra Simmons, **Delivered to Site and Installed**

Safety Incentive Program

On-line Training – Marcia Betrue - Housekeeping
 On-line Monthly Topic SIPE Quiz – Sarah Joller

Accidents or Near Hit Misses

Students – 4 Injuries CUHS

- Student running in the Gym and bumped into another student causing her to lose balance and twist her ankle
- Soccer player collided with another soccer player on opposing team
- Student playing basketball and sprained ankle
- Student playing soccer and was kicked by an opposing player going for the ball

Staff – None

Drills, Emergency Preparedness, Programs and Written Procedures

- a. LHS Fire Drill – Completed on January 26, 2016 – Per Lee, Leffingwell did a really good job. The Cambria Fire Department wants to start participating in our fire drills, and they were up at the grammar school over the weekend doing night training.

Garth would like us to add a "Hazardous Condition Report" item to our agenda every month.

Next Meeting: March 18th, 2016 – Support Services – Maintenance & Operations Bldg

*** Meeting Location changed to Ventana Grill for the SIPE Countywide Workshop.**

Adjournment:– 3:44 pm - Mike motioned and Mary seconded.