

COAST UNIFIED SCHOOL DISTRICT SAFETY COMMITTEE

OCTOBER 20, 2015

The meeting was called to order by Lee Wight, Safety Coordinator, and Carrol Adams seconded.

Present

Annie Lachance
Carrol Adams
Sarah Joller
Lee Wight
Sally Thompson
Grant Phillips

Absent

Garth Maijala
Mike Lant
Mary Stenbeck
Carrie Brown

The Minutes from the October 20th, 2015, meeting were approved. A motion was made by Annie Lachance to approve the minutes, and seconded by Sally Thompson. The minutes were approved by member vote.

Budget Report

	BEGIN BALANCE	EXPENSE	BALANCE
Credit Funds	\$ 2,594.00	\$ 000.00	\$ 2,594.00
Discretionary Funds	\$ 2,576.73	\$ 1,200.00	\$ 1,376.73
Premium Rebate	\$ 6,218.00	\$ 114.12	\$ 6,103.88
Grant Fund	\$ 3,711.00	\$ 688.70	\$ 3,022.30
District Match	<u>\$ 5,165.24</u>	<u>\$ 71.93</u>	<u>\$ 5,093.31</u>
Balances	\$20,264.97	\$ 2,074.75	\$ 18,190.22

Annie will move the \$1,200 for the gift cards to Credit Funds and check on the Grant Fund numbers.

Budget Expenditures

Current Expenses	\$ 688.70
Previous Expenses	\$ 623.27
Year to Date Expenses	<u>\$ 1,311.97</u>

Old Business

- a. New Chair for Cheryl Seay – Cheryl emailed Sarah and requested that she relay a big “Thank you!” to the committee. Sarah read the email to all in attendance.
- b. Cafeteria Received Cord Protector for the Cash Register. Sally doesn’t like the cord protector because it’s not stationary – will replace with rubber strip cord protector.
- c. Safety Concern/Suggestion Form has been Updated w/SIPE Link and CUSD Logo and is Currently Available on the CUSD Website

New Business

- a. Presentation by Lee Wight – Update on Safety Related Projects.
- b. Evacuation drill at the grammar school – Numbers were posted on the fence line for each classroom to go to and line up in front of so that teachers could take roll. The grammar school did an outstanding job. The teachers wore hardhats. The whole entire school went

- down the emergency evacuation trail, and it went really well. The staff kept the children under control and quiet. Lee stated that Transportation did a great job as well!
- c. New Signage – Large stencils and new signage against the red curb at SLMS. People are blocking the entrance to Santa Lucia Middle School.
 - d. Signs at SLMS were broken and chucked down the hill. New signs have been ordered for the middle school. Maintenance and Operations ordered signs for the high school evacuation as well. The signs improve the ability to evacuate because the students know where to go, and the signs minimize confusion.
 - e. Maintenance and Operations has obtained a bid for the work at the district office on the pavement. There are various tripping hazards. Annie is looking into getting SISC funding for the project.
 - f. Sally has a new office, and there is no noise from the air conditioner.
 - g. Funding Requests
 - i. School Site: All – Skyscraper (Model 21) and Classic Ladder (Type 1A) – SIPE brought in new types of ladders.
 - ii. School Site: CUHS – Aluminum Stock Trailer for Ag Department. - This request from Darcy will not be considered because the Ag Department purchased a trailer and got funding at the last board meeting. All in attendance were in favor of removing this request from consideration.
 - iii. School Site: CUHS – Full-Height Safety Cabinet for Flammable Acids and Corrosives – 6' x 4'. Per Grant - There is a new cabinet at Leffingwell High School, but it only stands 4' high. Grant stated that it can be picked up at Leffingwell for use at the high school.

The Funding Request forms were sent out to staff in September and October.

Sally may need a request form for grant funding. The Cafeteria at the high school is getting a bid for a new hood system in the kitchen.

All attendees decided to wait to vote on funding requests until all requests have been received, November 12th deadline.

- h. Morrow – Requested Air Filtering System in Ceramics Room/Fans in the Art Room – Sarah Emailed Funding Request Form and SIPE Guidelines to Suzette.
- i. Lockdown/First Aid Kits for all Classrooms at CUHS. Premium Kit vs. Portable Classroom Survival Kit for Main Office.

The grammar school already has the kits. Lee wants to get funding for CUHS to have Lockdown kits/First Aid Kits as well. If the Safety Committee paid for the kits, it would have to come out of the district match. The district match can be used for anything safety related. There is no other funding for disaster preparedness.

Carrol Adams inquired about who would continue to re-fill the kits, Safety Committee or does the school site? Do they hang on the wall?

Lee responded that you can put them in your backpack if you want to. The school can handle replacing band aids, etc. Teachers do not have them in their classrooms.

Lee asked the committee if we should do the whole school district or just CUHS?

Carrol stated that she feels that everyone deserves them, and she doesn't think it's fair to just do the high school.

Annie agreed that everyone needs a first-aid kit. At the very least, we should do safety kits. The grammar school has already been taken care of. How many more do we need? Can we get costs of what we are looking at?

Per Lee, a lot of the supplies have expired.

Grant stated that those kits have a lot of things that you don't need. You can probably buy them for less without all of that stuff that you cannot use.

According to Lee, It's very restricted what you can use now.

Carrol suggested that we buy bulk, band aids, gauze, and tape and throw them into the red bags.

Annie asked if the school sites can you use alcohol? Lee responded, no.

Safety Incentive Program

Caught in the Act – Jim Huff, nominated by Carrol Adams
Clean Workspace - Jim Hurley, nominated by Carrol Adams
On-line Training - Larry Frost

Accidents or Near Hit Misses

Students – None to report
Employees – Custodian got a Metal Sliver in Finger/went to Med-Stop. Annie asked if the custodians have gloves. Lee responded, "The custodian wasn't wearing gloves."
1 Back Injury at the District Office
Visitor Injury – None to report.

Drills, Emergency Preparedness, Programs and Written Procedures

- a. Evacuation Drill at CUHS – November 5th. Carrie/Lee met with Jonathan Sison regarding doing the drill again. Lee is working to get the signage up, and Jonathan will be meeting with the staff. Lee stated that it is just a bus evacuation. Carrol stated that people didn't know where to go.

Next Meeting: November 17, 2015 – Support Services – Maintenance & Operations Bldg.

Adjournment – 4:00 PM Lee made a motion to adjourn, Grant and Carrol seconded.