

# COAST UNIFIED SCHOOL DISTRICT SAFETY COMMITTEE

## MEETING MINUTES SEPTEMBER 27, 2016

Call Meeting to Order

### Present

Sarah Appel  
Lee Wight  
Annie Lachance  
Carrie Brown  
Grant Phillips  
Carrol Adams

### Absent

Mary Stenbeck  
Mike Lant  
Garth Maijala  
Christina Lawson

The Minutes from the May 17th, 2016, meeting were approved. A motion was made by Annie Lachance to approve the minutes and seconded by Carrol Adams. The minutes were approved by member vote.

### Summer Project Presentation by Lee Wight

M&O installed a basketball winch at SLMS. They have installed one per year for every school. All of the winches used to be manual, and now they are all electronic and key operated. The winches are much easier for staff to use.

Portables at CUHS – M&O installed a voice activated fire alarm system. The Transportation and new CUHS portables are on the new system. Lee wants to eventually add the entire high school to the new system. DSA gives Coast three years to add the school site to the new system. The new fire alarm panel is labeled and shows the rooms that it pertains to. M&O put in an auxiliary panel inside the library with a microphone so that the principle/designee can give instructions to the new portable buildings. The new system will eventually be tied into the old system.

The tripping hazard by the library was repaired over summer. There are other tripping hazards around the district that need to be repaired. According to Lee, repairing the tripping hazards are very expensive with the prevailing wage, so we need to prioritize.

SLMS – Gopher holes and tripping hazards were addressed. Gopher wire was installed to prevent gophers from destroying the turf. Hydro seed was added around the turf.

The food service truck uses the back road now instead of driving over the black top area where the kids play.

Signage has been placed at SLMS for evacuation drills.

## Budget Report

	BEGINNING BALANCE	EXPECTED REVENUES 2016-2017	EXPENSE	ENDING BALANCE
Credit Funds	\$1,394.00	\$1,394.00	\$424.59	\$2,363.41
Discretionary Funds	\$1,356.96	\$2,000.00	\$000.00	\$3,356.96
Premium Rebate	\$6,761.70	\$6,590.00	\$4,575.41	\$8,776.29
Grant Fund	\$0,000.00	TBD	\$000.00	\$000.00
District Match	<u>\$44.76</u>	<u>\$4,594.00</u>	<u>\$000.00</u>	<u>\$4,638.76</u>
Balances	\$9,557.42	\$14,578.00	\$5,000.00	\$19,135.42

### Budget Expenditures

Current Expenses	\$5,000.00
Previous Expenses	\$000.00
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Year to Date Expenses	\$5,000.00

### Changes to Budget

Premium Rebate – Concrete Work over Summer for SLMS/CUHS to Prevent Tripping Hazards, \$4,575.41

Credit Funds - Concrete Work over Summer for SLMS/CUHS to Prevent Tripping Hazards, \$424.59

### Old Business

- Committee Vote for 2 Chairs (Liberty Chair \$508.73 x 2 = **\$1,017.46**)/2 Keyboard Trays (Big Platform \$160.31 x 2 = **\$320.62**) at SLMS/CUHS for **Lisette Mendoza** based on SIPE Workstation Evaluation – **Delivered and Installed**
- Committee Vote for Chair (Freedom Task Chair **\$501.50**)/Keyboard Tray (Standard w/Mouse Platform **\$162.00**) - **Delivered and Installed** /Sit to Stand Desk (Quickstand Light **\$424.50**) at CGS for **Lisa Stevens** based on SIPE Workstation Evaluation and Note from Doctor – **Installed and Removed by M&O Staff. Lisa did not like the product because it took too much of her office space. Garth with SIPE is scheduled to meet with her on 9/28 at CGS to re-visit her work station and come up with a better plan.**
- Committee Vote - Mats for CUHS Gym (\$120 x 4 = **\$480**) - **Thom Holt – Delivered**
- Committee Vote - Post Agenda/Meeting Minutes on Website – **Meeting Minutes and Agenda are now Posted on the CUSD Website with the help of Patti Stroh.**
- Committee Vote for Storage Bags to Store Emergency Medical Supplies for CGS/SLMS/CUHS/LHS (Approximate Cost **\$25.00**) – **Delivered**
- Committee Vote for Concrete Work over summer at SLMS/CUHS to Prevent Tripping Hazards – Budget Not to Exceed \$5,000 – **Work Completed**

### New Business

- District Safety Incentive Gift Cards for 2016-2017 Given to Carrol Adams. There is a nice variety of local vendors, e.g., Robins, Trader Joe's, Lowes and Home Depot.
- Grant Program – Sarah Emailed Applications, Due Date 10/31, Vote 11/15 – Per Lee, If anyone knows of safety needs, please apply.
- CPR - Working with Thom Holt to get Training Scheduled for Coaches/Staff. Thom is checking with his coaches to find out their availability, and he will respond ASAP with a good date.
- Committee Vote – Crowd Control Barriers – Chris w/Templeton Unified looked at our emergency trailer and wants to replicate our idea. Their emergency trailer will contain a crowd control method. Research was done for CUSD to get crowd control barriers to keep in the trailer like Templeton. Annie suggested that the freestanding would be

easier to store. Grant stated that the other barrier is galvanized and heavy. The price listed (\$354) is for one that is 30ft in length. Lee thinks that we can use one barrier and place cones around the perimeter. Carrie prefers the metal barrier versus the tape barrier because people cannot get around the metal barrier as easily. Other parts are needed for the barrier, so Lee is getting additional pricing information for the committee to vote next meeting.

### **Safety Incentive Program**

Emailed Safety Incentive Programs Flyer to all Staff

Emailed Monthly Safety Topic w/SIPE Quiz – **Winner: Marcia Betrue**  
Drawing

### **Drawing Winners**

Clean Work Space – Scott Ferguson nominated by Carrol Adams

Caught in the Act – Christina Lawson nominated by Carrol Adams

Online Training – Nancy Taylor – Mandated Child Abuse Reporting

### **Accidents or Near Hit Misses**

Students – 3 Injuries - CUHS

- Student's iliopsoas gets tight with exercise and gets worse over time
- Student was at an away game in Nipomo and turned knee during game
- Student hit hard on a play. Shoulder hurt, and he complained about his neck hurting. He looked dehydrated. Paramedics were called.

Staff – 3 Injuries

- Grounds – Employee walked into portable AC unit and hit his head. He is back to work with no issues.
- Maintenance – Employee working with jack hammer. Jack Hammer bit his toe and broke it.
- Maintenance – Employee dropped a lift on his foot causing bruising. No restrictions and back to work.

### **Drills, Emergency Preparedness, Programs and Written Procedures**

Bus Evacuation Drill was done September 27th for CUHS/LHS/SLMS. Per Carrie, SLMS went really quickly. The CUHS went fast and was a lot less chaotic than last year. Next year will be teacher mandated participation.

Fire Evacuation Drill was done September 27th at LHS. Lee will be meeting with Scott Ferguson to discuss dates of drills. Shakeout drill will probably be in late October.

### **Hazardous Condition Report**

- Custodial Staff Changed from Gas Blowers to Electric Blowers for Safe Storage. Custodians want to use the gas blowers and store in custodial areas. If they want to use the blowers that are gas, Lee asks that they go to Grounds because that's where they are stored safely.
- CUHS – Broken Water Box behind Gym. Work Order Completed. Cone Placed for Safety. Per Lee, it looks like it was run over and cracked, possible tripping hazard.

**Next Meeting** - October 25th at 3:30 pm – Support Services – Maintenance & Operations Bldg.

**Adjournment** - 4:00 pm – Annie made a motion to adjourn and Lee seconded. The meeting was adjourned by member vote.