

**COAST UNIFIED SCHOOL DISTRICT SAFETY COMMITTEE**

**AGENDA MAY 17, 2016**

1. Call Meeting to Order

2. Roll Call

Carrie Brown	_____	Annie Lachance	_____
Carrol Adams	_____	Lee Wight	_____
Sarah Joller	_____	Mike Lant	_____
Mary Stenbeck	_____	Garth Maijala	_____
Grant Phillips	_____	Sally Thompson	_____

3. Approval of Meeting Minutes from April 19, 2016

4.

<u>Budget Report</u>	BEGINNING BALANCE	EXPENSE	BALANCE
Credit Funds	\$1,394.00	\$000.00	\$1,394.00
Discretionary Funds	\$2,576.73	\$1,204.72	\$1,372.01
Premium Rebate	\$6,218.00	\$1,642.59	\$4,575.41
Grant Fund	\$4,799.05	\$4,799.05	\$000.00
District Match	<u>\$5,165.24</u>	<u>\$4,988.56</u>	<u>\$176.68</u>
Balances	\$20,153.02	\$12,634.92	\$7,518.10

5.

Budget Expenditures	
Current Expenses	\$1,031.86
Previous Expenses	\$11,603.06
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Year to Date Expenses	\$12,634.92

**Changes to Budget**

Discretionary Funds – Hand Truck for Carrol Adams at CUHS, \$310.83  
 Premium Rebate – Chair and Keyboard Tray for Sarah Appel at LHS, \$721.03

6. Old Business

- a. Committee Vote for Chair/Keyboard Tray at LHS for Sarah Appel based on SIPE Workstation Evaluation – **Delivered and Installed at LHS**
- b. Humanscale, Ergonomic Products Manufacturer - **Delivered Bag and Track for Mobility of Keyboard Tray Samples**
- c. 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 – **DO Ordered and Looking into ETA**
- d. Committee Vote for Chair (Freedom Task Chair **\$501.50**)/Keyboard Tray (Standard w/Mouse Platform **\$162.00**)/Sit to Stand Desk (Quickstand Light **\$424.50**) at CGS for **Lisa Stevens** based on SIPE Workstation Evaluation and Note from Doctor – **DO Ordered and Looking into ETA**
- e. Committee Vote - Mats for CUHS Gym (\$120 x 4 = **\$480**) - **Thom Holt** – **DO Ordered and Looking into ETA**
- f. Committee Vote - Post Agenda/Meeting Minutes on Website – **Working with Patti at the DO**

7. New Business
  - a. SIPE Fiscal Update
  - b. District Safety Incentive Gift Cards for 2016-2017
  - c. Safety-Selfie Contest? - Recommendation from SIPE for Safety Incentive Program
  - d. Committee Vote for Keyboard Tray at DO for Mona McAvoy based on SIPE Workstation Evaluation (**Cost \$160.31 - \$162.00**)
  - e. Committee Vote for Storage Bags to Store Emergency Medical Supplies for CGS/SLMS/CUHS/LHS (Approximate Cost **\$25.00**)
  - f. Committee Vote for Concrete Work over summer at SLMS/CUHS to Prevent Tripping Hazards – Budget?
  
8. Safety Incentive Program
  - a. Emailed Safety Incentive Programs Flyer to all Staff
  - b. Emailed Monthly Safety Topic w/SIPE Quiz – **Winner: Lisette Mendoza**
  - c. Drawing
  
9. Accidents or Near Hit Misses

Students – 2 Injuries - CUHS

  - Student slid in the sand when going to third base and landed on her knee
  - Student was doing warm-up exercise in the gym and turned his ankle

Staff – None to Report
  
10. Drills, Emergency Preparedness, Programs and Written Procedures
  - a. District Wide Emergency Preparedness Drill - Changed to all Sites doing on their own
  - b. Earthquake/Fire/Disaster Evacuation Drill was done April 11<sup>th</sup> at SLMS
  - c. Lock-down Drill was done April 26<sup>th</sup> at CGS
  - d. Fire Evacuation Drill was done April 26<sup>th</sup> at CUHS
  - e. Fire Drill w/Alarm (Office Pull) Shelter in Place done April 29<sup>th</sup> at CGS
  - f. Lock-down Drill at LHS, May 17<sup>th</sup> at 9:00 am
  - g. Lock-down Drill at CUHS, May 19<sup>th</sup> at 10 am
  
11. Hazardous Condition Report
  - a. None to Report
  
12. Next Meeting - TBD - 2016-2017 – Support Services – Maintenance & Operations Bldg.
  
13. Adjournment