



**Canon-McMillan School District
Safety Committee**

Meeting Minutes

Date: September 18, 2024

Location: Central Office

I. Call to Order

The meeting was called to order by Mr. McCullough at 10:01 a.m.

II. Roll Call

Donna Barca	Debbie Grebeck	Erin Lenhart	Tim McCullough
Scott Chambers	Karl Herald	Jurdon Maier	Neil Stewart
Jared Diesel	Michael Kelley	Joni Mansmann	Tony Delost

Mr. McCullough introduced Mr. Delost to the committee. Mr. Delost is a current School Board member who was invited to attend the meeting.

III. Approval of the Minutes from the August 28, 2024 meeting

Mr. McCullough asked if everyone had a chance to review the minutes from the August 28, 2024 committee meeting. Mr. McCullough requested a motion to approve the minutes. Motion to approve made by Mr. Diesel and seconded by Mr. Stewart. All in favor - 12; opposed - 0; minutes approved.

IV. Chairperson's Report

Mr. McCullough remarked that Mr. Maier and Mr. Herald have begun a series of "Shop Talks" initially geared toward custodial and support facility staff. There is a plan to expand this to cafeteria and transportation staff. A Shop Talk was presented by Mr. Herald at Canon-McMillan Middle School last week. Mr. Herald noted that 5-6 custodians were present and the topic discussed was slips, trips and falls. He explained that shortly, staff will be coming to work in the dark and leaving in the dark and that increases the potential for incidents. The conversation with staff was interactive and there was discussion about appropriate footwear and the need to pay attention to your surroundings. Mr. Herald noted that the next Shop Talk is planned to take place at Canon-McMillan High School. Mr. McCullough noted that the purpose of these talks is to get out in front of staff and discuss potential safety issues with the goal of decreasing the number of incidents that occur during the year.

Ms. Grebeck discussed the process in place for the annual Safety Committee training for members. Online training, through PATHS, was made available for all core members. Building principals were emailed with the proposed annual meeting schedule as well as the membership roster for the previous year. They were asked to review these and indicate any changes/corrections. Once all of the responses were received, a new membership roster was generated and the meeting calendar was confirmed. Members were then emailed and invited to the October 2nd onsite training sessions (morning and afternoon) to be conducted by Ray Adams from Encova.

V. Open Issues

Mr. Maier noted no open issues.

VI. Old Business

Mr. Herald reported that temporary fencing was installed at Borland Manor near the area used by students at recess. He noted that a more permanent type of fencing is being considered for this area.

VII. New Business

A. Bylaws

1. The 2024-2025 bylaws were reviewed by the committee members present. Mr. McCullough highlighted the contents of Article IV. Meetings, Section (g). Mr. Chambers proposed the addition of verbiage to include an exception for FERPA protected information as well as

personally identifiable information. The committee members present discussed this proposal and were in agreement that this should be added. Mr. McCullough made a motion to approve the bylaws pending a revision to add verbiage to include an exception for FERPA protected information as well as personally identifiable information. The motion was seconded by Mr. Maier. All members present were in favor; none were opposed. The 2024-2025 bylaws were approved by the committee pending the above revisions.

B. Annual election of officers for the 2024-2025 Safety Committee

1. **Chair:** Mr. Chambers and Ms. Mansmann nominated Mr. McCullough as the Safety Committee Chairperson. No other nominations were made by the members present. A motion to appoint Mr. McCullough as Safety Committee Chairperson was made by Mr. Stewart and seconded by Ms. Mansmann. All members present were in favor; none were opposed. Mr. McCullough will serve as Safety Committee Chairperson for the 2024-2025 school year.
2. **Co-Chair:** Mr. Chambers nominated Mr. Maier as the Safety Committee Co-Chairperson. No other nominations were made by the members present. A motion to appoint Mr. Maier as Safety Committee Co-Chairperson was made by Ms. Lenhart and seconded by Ms. Mansmann. All members present were in favor; none were opposed. Mr. Maier will serve as Safety Committee Co-Chairperson for the 2024-2025 school year.
3. **Secretary:** Mr. McCullough and Ms. Mansmann nominated Ms. Grebeck as the Safety Committee Secretary. No other nominations were made by the members present. A motion to appoint Ms. Grebeck as Safety Committee Secretary was made by Ms. Mansmann and seconded by Mr. Stewart. All members present were in favor; none were opposed. Ms. Grebeck will serve as Safety Committee Secretary for the 2024-2025 school year.

VIII. Review of Work Related Incidents since the last meeting and corrective actions taken

Ms. Grebeck reported that there were three new incidents since the last meeting which included contusions and a sprain. The committee discussed each incident as well as corrective actions.

IX. Round Table

Central Office Building Representative: Ms. Barca, Ms. Mansmann and Mr. Chambers noted no issues. Ms. Barca remarked that the installation of an exit sign, near the door by the sign-in book, could not be completed due to issues with the wiring in that area.

Mechanics: Mr. Stewart noted that his department was working on keeping walking paths clear and areas clean to prevent workplace incidents.

Technology: Mr. Kelley noted no issues.

Maintenance: Mr. Diesel noted no issues. The department is taking care of work orders as they come in.

Food Service: Ms. Lenhart noted no issues.

X. Suggestion Box

Mr. Chambers reported that there were items in the suggestion box that were addressed with the respective departments involved.

XI. Adjournment

Mr. McCullough asked for a motion to adjourn the meeting. Motion was made by Ms. Lenhart and seconded by Mr. Stewart. The meeting was adjourned at 10:28 a.m. followed by an inspection of the Central Office facility led by Mr. McCullough.