



**Canon-McMillan School District**  
**Safety Committee**

# Meeting Minutes

**Date: November 21, 2024**

**Location: Wylandville Elementary School**

**I. Call to Order**

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

**II. Roll Call**

Scott Chambers	Karl Herald	Tim McCullough	Shannon Balch
Jared Diesel	Michael Kelley	John Pape	Dana Flaherty
Debbie Grebeck	Jurdon Maier	Neil Stewart	

**III. Approval of the Minutes from the October 23, 2024 meeting**

Mr. McCullough asked if everyone had a chance to review the minutes from the October 23, 2024 committee meeting. Mr. McCullough requested a motion to approve the minutes. Motion to approve made by Mr. Diesel and seconded by Mr. Herald. All in favor - 11; opposed - 0; minutes approved.

**IV. Chairperson's Report**

Mr. McCullough asked Mr. Herald to report about winter weather preparations. Mr. Herald noted that the maintenance department has been getting the plows and salt spreaders ready for the upcoming winter season. He noted that the District closely monitors the weather and Mr. Chambers added that the District also gets alerts from Washington county.

Mr. McCullough reported that Mr. Maier and Mr. Herald have continued their series of Shop Talks with support staff during pre and post shift times to capture the maximum number of employees. Mr. Herald showed the committee several Shop Talk meeting agendas and programs that he has created. Topics included slips, trips and falls, the safe use of chemicals, electrical hazards and safety, and ergonomics. He noted that many custodial employees arrive and leave when it is dark outside so there is an increased potential for slip, trip and fall incidents because of the darkness. The chemical Shop Talk discusses the safe use of chemical agents and mixing chemicals. The ergonomic Shop Talk reviews the proper ways to lift and move and keep the work environment safe. Mr. Herald reported that he held the most recent Shop Talk at North Strabane Intermediate School. Mr. McCullough noted that Mr. Herald has done a nice job of pulling these topics together and this encourages employees to be careful and think a step ahead.

Mr. McCullough noted that the District will be adding a nurse from AHN to both North Strabane Intermediate School (NSIS) and South Central Elementary School (SC). The nurse at NSIS will be starting on December 2nd and the nurse at SC will be starting after the winter break. He explained that there is a need for consistency in the nursing care in both of these buildings because of the age of the students and that this is a great solution.

**V. Open Issues**

Mr. Herald spoke about preparations for the upcoming winter season including the renovation of the carpools to redirect water runoff so that ice patches do not form near the vans. This had been a problem in the past and had contributed to a number of slip and fall incidents.

Mr. Chambers reported on a new safety and security system that will be implemented by the District in the near future. A grant was obtained to install a new security and visitor management system in all buildings. Each building will be digitally mapped and staff will have a specialized badge that will enable them to initiate a crisis alert in the event of an emergency. The updated visitor management system will replace the current RAPTOR system. The new system has the capability to not only issue a visitor pass but also to track student attendance and assist in automating many of the current systems. Plans are currently underway to obtain the necessary equipment, build a bluetooth gateway for the system and digitally map the buildings. Employees will then be

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trained on the use of the system and badges. The plan is for the system to be in place before the end of the current school year.

### **VI. Old Business**

Mr. Herald noted no old business.

### **VII. New Business**

Mr. McCullough noted no new business.

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

Ms. Grebeck reported that there were five new incidents since the last meeting which included contusions, incidents involving special education students, and vehicle accidents. The committee discussed each incident as well as follow up care and corrective actions.

### **IX. Round Table**

**Technology:** Mr. Kelley noted no issues.

**Maintenance:** Mr. Diesel noted no issues. The department is taking care of work orders and preparing for upcoming winter activities at the buildings.

**Mechanics:** Mr. Stewart noted no issues. The department has been making sure that all vehicles are ready for the winter weather.

**Transportation:** Mr. Pape noted that drivers need to be aware that they should call out on their radios when they are coming through the support facility garage to avoid any mishaps.

**Wylandville Elementary Building Representative:** Ms. Balch commented that there have been a lot of people in and out of the building recently assessing the current building in preparation for the construction of the new building. She also commented that the crack in the wall of the staff lounge has increased in size. Ms. Balch noted that there have been architects who have already assessed the situation and are continuing to monitor the area. She also reported that the custodial staff is diligent in maintaining the integrity of the building and especially the trailer during the winter months.

### **X. Suggestion Box**

Mr. Chambers reported that there were no items in the suggestion box.

### **XI. Adjournment**

Mr. McCullough asked for a motion to adjourn the meeting. Motion was made by Mr. Pape and seconded by Mr. Diesel. The meeting was adjourned at 10:23 a.m. followed by an inspection of the Wylandville Elementary School building led by Ms. Balch.