



Canon-McMillan School District
Safety Committee

Meeting Minutes

Date: December 17, 2024

Location: Cecil Intermediate School

I. Call to Order

The meeting was called to order by Mr. Maier at 10:00 a.m.

II. Roll Call

Donna Barca	Michael Kelley	Neil Stewart	Jennifer Morgan
Scott Chambers	Jurdon Maier	Bob Kleinhans	
Jared Diesel	Joni Mansmann	Craig Barzan	
Debbie Grebeck	John Pape	Jennifer Keffer	

III. Approval of the Minutes from the November 21, 2024 meeting

Mr. Maier asked if everyone had a chance to review the minutes from the November 21, 2024 committee meeting. Mr. Maier requested a motion to approve the minutes. Motion to approve made by Mr. Diesel and seconded by Mr. Pape. All in favor - 13; opposed - 0; minutes approved.

IV. Chairperson's Report

Mr. Maier noted that Ms. Grebeck had prepared a mid-year analysis of the workers' compensation claims reported from July 2024 through December 2024. The report was shared with committee members present. Mr. Maier remarked that Borland Manor had the most number of incidents reported but that many of these were related to employees who work directly with special education students at that building. Incidents involving special education students also led the category of types of incidents reported, followed closely by strains and then slips, trips and falls. In the category of incidents reported by department, the majority were teachers followed by custodians and then cafeteria workers. Mr. Maier also related that most of the claims reported were incident only and did not involve the need for medical care or further treatment.

V. Open Issues

Mr. Maier noted that there were no open issues from the building walk-through at Wylandville Elementary School in November.

VI. Old Business

Mr. Maier noted no old business.

VII. New Business

Mr. Maier commented that the District is preparing for the new security system installation which will take place over the next few months.

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

Ms. Grebeck reported on an incident that was previously discussed at the November meeting. There was also one new incident since the last meeting which included a strain. The committee discussed each incident as well as follow up care and corrective actions.

IX. Round Table

Cecil Intermediate Building Representative: Mr. Kleinhans, Mr. Barzan, Ms. Keffer and Ms. Morgan noted no issues.

Central Office: Ms. Barca noted no issues.

Technology: Mr. Kelley reposted that the tech department has been making preparations for the new District-wide

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security system installation. This week the department was checking the PA systems at the schools.

Transportation: Mr. Pape noted that drivers need to be reminded to radio when they are backing up in the bus garage to avoid accidents.

Mechanics: Mr. Stewart noted no issues. The department is maintaining all vehicles and making sure that they are ready for any winter weather.

Maintenance: Mr. Diesel noted no issues.

X. Suggestion Box

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

XI. Adjournment

Mr. Maier asked for a motion to adjourn the meeting. Motion was made by Mr. Stewart and seconded by Mr. Pape. The meeting was adjourned at 10:09 a.m. followed by an inspection of the Cecil Intermediate School building led by Mr. Kleinhans.