



Canon-McMillan School District Safety Committee

Meeting Minutes

Date: October 6, 2021

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
Scott Chambers
Debbie Grebeck
Karl Herald

Michael Kelley
Jurdon Maier
Joni Mansmann
Tim McCullough

John Pape
Athan Tsourekis
Shelley Brose
Linda Rice

III. Approval of the Minutes from the September 8, 2021 meeting

Mr. McCullough asked if everyone had a chance to review the minutes from the September 8, 2021 committee meeting. He then requested a motion to approve the minutes. Motion to approve made by Mr. Pape and seconded by Mr. Kelley. All in favor -12; opposed - 0; minutes approved.

IV. Chairperson's Report

Mr. McCullough proposed the formation of a sub committee to create and then review a job safety analysis for each position and job classification within the District. The JSA would look at exposure points and make recommendations as to how the job could be done more safely and what safe work practices could be put into place to decrease riak. The goal would be to do employee training and make the JSA's available for reference in employee workspaces. The sub committee will have their initial meeting at 9:45 am prior to the November meeting.

Mr. Chambers reported on the District's Health & Safety Plan. He noted that contract tracing is still a mandate and that this is resulting in a huge drain in time and resources especially in the larger buildings. The process has evolved since the initial days of the pandemic and it is easier to contact trace based on desk positions within the rooms. The state is now requiring only a weekly report and completion of a survey to update cases. There is more burden being placed on the Districts and many are finding it harder to meet compliance standards.

V. Open Issues

Mr. McCullough noted that there were no open issues at Central Office.

VI. Old Business

Mr. McCullough asked the committee members present to review the Safety Committee meeting schedule for the year. A motion was made by Ms. Barca and seconded by Mr. Pape to approve the meeting schedule. All members present were in favor; none opposed.

Mr. McCullough noted that the Safety Committee membership had expanded to add paraprofessionals from each building as well as two cafeteria members this year. Recertification training for all members is being held on October 13th. There will be an AM and PM session.

VII. New Business

Mr. McCullough noted no new business.

2021.10.06 Safety Committee Minutes continued

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

Mr. McCullough introduced Ms. Lieb, who is the Director of Special Education, to the members present. He noted that there have been several incidents since the last time that the committee met involving injuries sustained while employees were working with special education students. He asked Ms. Lieb to elaborate on the types of corrective actions that are regularly taken in the schools to ensure both employee and student safety.

Ms. Lieb noted that special education personnel have been trained in crisis intervention techniques. They initially use words and body language to de-escalate a student. They use extreme caution and safety if a student should need to be physically restrained. She noted that there are always multiple people present if this scenario should occur. The incident and intervention is documented and a report is made to the state if physical restraint was used. There is also a follow up by the IEP team to see if revisions need to be made to the student's plan. The goal is to implement interventions to avoid the situation from happening again. These interventions could include positive reinforcement and removing triggers. Occasionally, an incident may result in a student being placed in an out of District facility but this is not typically the case. The IEP team works to provide the student with multiple supports and keep them in the least restrictive environment. Ms. Lieb also noted that there are mental health counselors and behavioral support personnel that often work with the District's life skills and therapeutic emotional support students as well as those on the autism spectrum.

Mr. McCullough asked how parents are involved in this process. Ms. Lieb noted that parents are a part of the IEP team and are involved whenever changes need to be made with the plan. The functional behavioral assessment (FBA) is reviewed by the IEP team after an incident with a student.

Ms. Barca asked about the occurrence of incidents since the last safety committee meeting. Ms. Grebeck reported that there were 10 incidents related to special education students and personnel. Two of these incidents required medical follow up and the other eight were workers compensation reports only. There was also one incident involving a cafeteria worker who tripped on a floor mat and fell. She noted that she was rushing and wasn't looking at where she was going. She was treated by the school nurse onsite. There was no loss of work time.

IX. Round Table

Technology: Mr. Kelley noted no issues

Hills-Henderson Personnel: Ms. Brose and Ms. Rice noted no issues.

Central Office: Ms. Mansmann and Ms. Barca noted no issues.

Transportation: Mr. Pape noted the presence of boxes near the doorway in the support facility. Mr. Tsourekis will look into this.

Maintenance: Mr. Herald noted no issues. The department has been working on any open work orders.

Support Facility - Mr. Tsourekis and Mr. Maier noted no issues.

X. Suggestion Box

Mr. Chambers had not received anything in the suggestion box.

XI. Adjournment

Mr. McCullough asked for a motion to adjourn the meeting. Motion was made by Mr. Herald and seconded by Mr. Kelley. The meeting was adjourned at 10:30 a.m.