



**Canon-McMillan School District
Safety Committee**

Meeting Minutes

Date: December 8, 2021

Location: South Central Elementary School

I. Call to Order

The meeting was called to order by Mr. McCullough at 10:04 a.m.

II. Roll Call

Donna Barca	Jurdon Maier	Janie Senay-Peyatt	Lynn Brunner
Roger Dessify	Joni Mansmann	Neil Stewart	Margaret Demski
Debbie Grebeck	Tim McCullough	Athan Tsourekis	Joanna McCullough
Karl Herald	John Pape	Michelle Tomicek	

III. Approval of the Minutes from the November 10, 2021 meeting

Mr. McCullough asked if everyone had a chance to review the minutes from the November 10, 2021 committee meeting. He then requested a motion to approve the minutes. Motion to approve made by Mr. Pape and seconded by Mr. Stewart. All in favor -15; opposed - 0; minutes approved.

IV. Chairperson's Report

Mr. McCullough spoke about the health and safety plan and current developments. He noted that there was a lot happening at the state level regarding the mask mandate. The District will continue to keep the mandate in place until instructed otherwise. There has been a recent spike in quarantines and isolations. The District has pushed out the daily screener and flowchart to staff and students in an attempt to make the process easier to follow. Employees are asked to follow a decision tree and school nurses and principals will help guide employees in that process. If employees are experiencing symptoms, they need to follow the protocol

Mr. McCullough noted that he is still attempting to get the JSA (Job Safety Analysis) sub-committee up and running. The goal is to create a JSA for each job position within the District. The purpose of the JSA would be to look at the essential functions of a job and identify potential hazards. The JSA would help to identify safe work practices.

V. Open Issues

Mr. McCullough inquired about the tread on the ramp leading to the trailer at Hills-Hendersonville. Mr. Tsourekis noted that this issue was being addressed.

VI. Old Business

Mr. McCullough 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 had been a total of 11 work related incidents since the last safety committee meeting in November. Of those incidents, 8 were special education related, 2 incidents were medical in nature and 1 was reported as an incident only. Ms. Grebeck again noted that, for the purposes of the safety committee meetings, the nature and specifics of any incidents related to special education would not be discussed in order to maintain student confidentiality. She did refer back to the October 2021 safety committee meeting and a discussion by Becky Lieb, Special Education Director, about the procedures and corrective actions taken by the

2021.12.08 Safety Committee Minutes continued

schools and special education department to ensure employee and student safety. Ms. Grebeck explained that Ms. Leib would convene the IEP team after an incident occurred to see if changes or revisions needed to be made to the student's plan. Ms. Tomicek added that, in her experience, most of these incidents usually stem from one or two individual students. The team may need to look at alternative placement arrangements for the student. She noted that appropriate training of staff and communication between staff members is key in developing a good special education environment within the school. Mr. McCullough added that this process takes time to develop and is not a quick fix because it is a highly regulated process. He noted that HR supports the work and efforts of the teachers and paraeducators and is keeping on top of this.

Ms. Grebeck spoke about the 3 incidents that occurred since the committee last met. The first was a bus driver who was involved in an accident during the AM run. She was hit by another driver with the impact being to the passenger door area. She injured her right thumb and wrist and was seen in the ER. There was no fracture but there was a loss of work time of 4 days.

The second incident involved a custodian who was assembling a sweeper on a table. She lifted the sweeper and the handle gave way, dropping the motor onto her right foot. She was seen in the ER with a contusion of her right foot. There were no fractures. The loss of work time was 3 days. Corrective action: ask for help when assembling and lifting items, be more careful.

The third incident involved a teacher who was walking down the steps and slipped and fell on water. The area was not marked as wet. She did not observe any spills. She fell backward and hit her head and upper back on the stairs. She did not seek medical treatment and there was no loss of work time. Corrective action: be aware of surroundings, make sure that water spills are marked with signage and cleaned up as soon as possible.

IX. Round Table

South Central Personnel: Ms. Tomicek noted that the divider in the special education student safe room had been removed as they are looking into more secure alternatives. She has been in contact with Mr. Maier and Mr. Tsourekis about solutions.

Support Facility: Mr. Stewart noted that the transportation department has been experiencing difficulty with finding replacement parts for the vehicles due to recent shortages. They have also had challenges with finding substitute bus and van drivers during the pandemic.

Stadium Maintenance: Mr. Dessify reported no issues.

Transportation: Mr. Pape reported no issues.

Maintenance: Mr. Herald reported that the maintenance department is currently down 2 people but they are working to make sure that the equipment (trucks, spreaders) is ready for winter weather.

Mr. Tsourekis noted no issues.

Central Office: Ms. Barca 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. Stewart and seconded by Mr. Tsourekis. The meeting was adjourned at 10:23 a.m.