



**Canon-McMillan School District  
Safety Committee**

# Meeting Minutes

**Date: April 6, 2022**

**Location: Borland Manor Elementary School**

**I. Call to Order**

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

**II. Roll Call**

Donna Barca	Michael Kelley	John Pape	Marella McConnell
Scott Chambers	Jurdon Maier	Neil Stewart	
Debbie Grebeck	Joni Mansmann	Athan Tsourekis	
Karl Herald	Tim McCullough	Michael Daniels	

**III. Approval of the Minutes from the March 9, 2022 meeting**

Mr. McCullough asked if everyone had a chance to review the minutes from the March 9, 2022 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 -13; opposed - 0; minutes approved.

**IV. Chairperson's Report**

Mr. McCullough spoke about the recent spike in cases of COVID during the past month. He noted that the spike was short-lived and that numbers have now substantially decreased. The length of quarantine remains at 5 days for those affected per CDC guidelines. He remarked that there is a new variant currently circulating and that there is a need to stay vigilant and use common sense to prevent a rise in cases. Mr. McCullough recommended that personnel use the District's daily screener to monitor symptoms and be mindful of others if you become symptomatic. He also reiterated that masks remain optional throughout the District.

Mr. McCullough informed the committee that our current Work Partners risk loss representative will be resigning this month. Work Partners will reassign another rep to work with the District in the near future.

Mr. McCullough noted that the summer seasonal work will soon be starting and now is a good time to remind employees to pay attention to lifting protocols to avoid back sprains and strains.

**V. Open Issues**

Mr. Tsourekis noted that the maintenance department is working through the list of work orders from the high school. Mr. Maier added that several of those items will be addressed during the summer.

**VI. Old Business**

Mr. McCullough noted no old business.

**VII. New Business**

Mr. McCullough noted that he was working on the HANDS application related to the Bureau of Workers Compensation. The information required includes the number of employees in each building, the number of employees who participate in the safety committee and the number of workers comp related injuries during the year. The HANDS reporting results in a 5% discount on the workers comp premium for the District. Ms. Mansmann added that she is in the process of vetting different workers comp carriers in the interest of balancing overall costs with carrier services.

Mr. McCullough alerted the committee that there will be 2 safety committee meetings in April. The next meeting will be on April 20th at Muse Elementary School.

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

Ms. Grebeck spoke about the 2 incidents that occurred since the committee last met. Both incidents were related to staff working with special education students and were incident only claims. Ms. Grebeck explained that the details of these claims would not be discussed due to their confidential nature and the involvement of special education students but that one of the staff members sustained a scratches to her hand while the other was struck on the back between her shoulder blades. Ms. McConnell added that those who are working directly with special needs students try to monitor situations for potential triggers but it is sometimes hard to identify antecedents. They also refer to the IEP and are as proactive as possible to keep both the students and staff safe. Ms. McConnell thanked the maintenance staff for acting quickly to recently modify a room to meet the needs of a special education student. Mr. McCullough added that trends and specifics regarding special education students are continuously monitored and thanked Ms. McConnell for her ongoing cooperation and assistance.

**IX. Round Table**

**Mechanics:** Mr. Stewart noted the addition of 4 new buses to the fleet. The maintenance department has been getting the buses ready by adding radios and having them inspected by the state police. Typical turnaround time to prep a new bus to go into service is approximately 1 week. Mr. Maier added that there are also training sessions scheduled for drivers.

**Maintenance:** Mr. Herald reported that the maintenance department has been processing work orders at the building levels. He noted that the goal is to do this timely as well as efficiently. The maintenance department is preparing for the end of the school year.

Mr. Tsourekis noted that the Borland Manor roof project is wrapping up. They are waiting for a final once over and for the warranty to be issued. Ms. McConnell commented that there are still issues with potholes in the parking lot and crevices in the sidewalk. Mr. Tsourekis noted that this is already on the radar of the maintenance department and slated for summer repairs.

Mr. Maier added that the construction of the new parking lot (for the vans) at the support facility is ongoing. He is hoping that the work will wrap up soon and the vans will be able to be relocated from the stadium.

**Technology:** Mr. Kelley had nothing new to report.

**Transportation:** Mr. Pape had nothing new to report.

**Central Office:** Ms. Barca noted nothing new to report. Mr. McCullough explained again that the building is getting older and Central Office will be relocating in the near future. Until then, maintenance will do their best to keep things up and running.

**X. Suggestion Box**

Mr. Chambers noted that there was nothing in the suggestion box.

**XI. Adjournment**

Mr. McCullough asked for a motion to adjourn the meeting. Motion was made by Mr. Tsourekis and seconded by Mr. Maier. The meeting was adjourned at 10:21 a.m.