



**Canon-McMillan School District
Safety Committee**

Meeting Minutes

Date: November 14, 2019

Location: Cecil Intermediate School

I. Call to Order

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

II. Roll Call

Donna Barca
Scott Chambers
Debbie Grebeck
Matt Harding
Mike Kelley

Jurdon Maier
Joni Mansmann
Tim McCullough
Vince Paris
Marla Spiker

Neil Stewart
Craig Barzan
Jennifer Morgan
Bob Kleinhans

III. Approval of the Minutes from the October 10, 2019 meeting

Mr. McCullough asked if everyone had a chance to review the minutes from the October 10, 2019 committee meeting. He then requested a motion to approve the minutes. Motion was made by Ms. Barca and seconded by Mr. Paris.

IV. Chairperson's Report

Mr. McCullough reported that an email blast was sent out to all admin and staff regarding winter safety measures and included a link to the Safety Committee page of the District website. A short safety video was added to the page.

Mr. McCullough noted that he has drafted Safety Committee goals but would like additional time to review the goals to make sure that they are attainable, focused and inclusive of both long and short term goals.

The committee discussed the topic of "lunch and learn" trainings for staff. Mr. McCullough stated that feedback so far has centered around the facts that lunchtimes are often too busy and it's hard to pull employees for meetings during the day. He asked the committee for suggestions on how to make this type of training work. Suggestions from the floor included early morning training sessions from 8:15am to 8:45am. The committee was in favor of piloting this type of training to see what attendance would look like.

The committee members present also discussed the possibility of sub-committees within the Safety Committee to give participants a sense of ownership. There had been previous discussion in a past meeting regarding a possible accident investigation committee related to workers' comp incidents. There were concerns about parameters and time commitment related to forming sub-committees. The discussion/creation of sub-committees will be tabled for now.

V. Open Issues

Ms. Barca noted that the bricks at the top of the outside stairway at Central Office still seemed loose. Mr. McCullough explained that this issue had been addressed and the loose bricks had been mortared with sand.

Mr. Barzan remarked that there was a surplus of extra bricks still in the Muse parking lot that need to be removed. Mr. Harding asked for this to be logged into the work order system so that it can be addressed.

2019.11.14 Safety Committee Minutes continued

Ms. Morgan noted that she is still in need of a bracket for the emergency classroom door safety latch. She recently participated in an ALICE drill which reminded her that the latch kit was missing. The brackets were not secure and the latch fell off of the wall and probably into the garbage can. Mr. Chambers stated that there are more kits and brackets available and to put in a work order to have the bracket re-attached.

Ms. Spiker suggested that the District may want to look into heated blowers to clear sidewalks in the winter. These look like leaf blowers but melt the snow and ice. They are lightweight and would be better than shoveling. Mr. Harding said that they could look into this.

VI. Old Business

There was no old business for discussion at this time.

VII. New Business

Mr. Harding reported that preparations were being made for winter weather. He discussed the benefits of the District purchasing bulk salt. It will save money because it is lower in cost than bag salt and no one has to lift it. The bulk salt will be used in the parking lots and bagged salt will be used on the sidewalks. The District can get credit for any unused bulk salt at the end of the season.

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

Note: Information contained in this section pertains to active employees and is confidential in nature therefore it will not be published on the District website.

IX. Round Table

Cecil Intermediate School Building Representatives: Commented on how good the new sidewalks looks.

Central Office: Ms.Barca noted that she was absent from the October Safety Committee meeting. She asked about the comment in the previous month's minutes about the file cabinet doors being left open. Mr. McCullough noted that this had improved and did not appear to be an ongoing issue.

Ms. Spiker and Mr. Maier remarked that the gutter at Central Office had been cleaned of leaves and are looking at ways to better prevent ice from accumulating in the winter months.

Mechanics: Mr. Stewart noted no issues.

Technology: Mr. Kelley noted that there is a new tech employee who has been hired. They will need to review work expectations with him and then he will be ready to go.

Facilities: Ms. Spiker stated that speed bumps had been installed at the stadium but people are still going too fast and some are going the wrong way even though there are arrows painted.

Maintenance: Mr. Paris noted no issues and that the new salt is helping.

X. Suggestion Box

Nothing to report.

XI. Adjournment

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