



**Canon-McMillan School District
Safety Committee**

Meeting Minutes

Date: December 12, 2019

Location: Canon-McMillan High School

I. Call to Order

The meeting was called to order by Mr. McCullough at 10:06 a.m.

II. Roll Call

Scott Chambers
Debbie Grebeck
Matt Harding
Mike Kelley

Joni Mansmann
Tim McCullough
Marla Spiker
Neil Stewart

Michael Daniels
Ken Crowley

III. Approval of the Minutes from the November 14, 2019 meeting

Mr. McCullough asked if everyone had a chance to review the minutes from the November 14 2019 committee meeting. He then requested a motion to approve the minutes. Motion was made by Mr. Harding and seconded by Mr. Stewart.

IV. Chairperson's Report

Mr. McCullough deferred his comments to New Business.

V. Open Issues

Mr. Harding reported that there were no open work orders related to the Safety Committee building inspection of CIS that was done last month.

Mr. McCullough noted that the brick at the top of the stairs at Central Office was loose again and needed to be secured in place. On 12/11/19, Mrs. Grebeck had placed a work order for this to be addressed.

VI. Old Business

There was no old business for discussion at this time.

VII. New Business

Mr. McCullough had prepared a handout for the committee members regarding the formation of an Accident Subcommittee. The handout addressed the following questions that members may have about the subcommittee:

- **What will the subcommittee do?** The subcommittee will review current incident documentation and procedures and make recommendations toward improved accident investigation or post-accident procedures.
- **When will the subcommittee meet?** Quarterly or as necessary - prior to the regularly scheduled Safety Committee meetings.
- **How much time will this entail?** Minimal time - approximately 20 minutes per meeting prior to the Safety Committee meeting.
- **How long is the commitment?** Commitment will be for the current school year.
- **Would you be involved with recommending discipline against a co-worker?** No. The subcommittee will review the investigation process and documentation for incidents, not corrective actions which would be left to Administration.

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Mr. McCullough related that Mr. Maier, Ms. Spiker and Mr. Stewart had expressed interest in being on the Accident Subcommittee. He suggested that the first meeting be in February at 9:40 am before the regularly scheduled Safety Committee meeting. In the interim, Mr. McCullough will reach out to Liberty Mutual to get workers' compensation claim data for the committee to review.

Mr. McCullough also spoke about goals for the Safety Committee. He proposed the development of two to three attainable goals to run through August of 2020. Mr. McCullough suggested that there be a meeting in January of members interested in formulating Safety Committee Goals. The meeting would be held at 9:45am prior to the Safety Committee meeting. Mrs. Grebeck will send out a reminder prior to the January meeting.

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

Stadium: Ms. Spiker reported that the vandalism in the restrooms is ongoing. Mr. McCullough and Mr. Maier had done a walkthrough to assess the damage and what could be done to prevent this. Mr. Harding spoke about several low cost deterrent measures that could be implemented. Mr. Chambers mentioned that there may be a grant available in January to aid in the cost.

Mechanics: Mr. Stewart noted no issues.

Technology: Mr. Kelley noted no issues.

Canon-McMillan High School Building Representative: Mr. Crowley reported that there are still ceiling tiles missing in the hallways in the newly constructed areas of the high school. The tiles need to be cut and installed by maintenance.

He also related that there were staff concerns about security cameras being placed in the basement band storage area (aka "the dungeon"). Staff were concerned about privacy issues as students have been changing in this area during uniform fittings. During Safety Committee membership discussion it was recommended that the students not be unattended in this area during uniform fittings (a staff member should be present) and that students are required to wear clothing (a minimum of a t-shirt and shorts) under their uniforms so there is no reason for them to be undressing in this area. Mr. Crowley also agreed and noted that school policy is that the gym and pool locker rooms are the only areas in the school where students should ever be undressing. He planned to address band staff about the need to keep the security cameras in place as well as the outcome of the Safety Committee discussion and recommendations.

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. Stewart. The meeting was adjourned at 10:25 am.