

Canon McMillan School District

Safety Meeting Minutes

Thursday, November 10, 2011

9:30 a.m.

I. Call to Order

The meeting was called to order by Mr. Chambers at 9:40 a.m.

II. Roll Call

Donna Barca

Linda Camerson

Scott Chambers

Karen Dorgan

Bill Hampson

Matt Harding

Randy Huddart

Cindy Karner

Steve Lucas

Melissa Schad

Charlotte Zaricki

III. Review/Approval of Last Meeting's Minutes

A motion was made by Mr. Chambers to approve the minutes from October, 2011 and was seconded by Mrs. Zaricki. They were approved.

IV. Chairperson's Report

V. Open Issues

Safety glasses and ear plugs are available to all custodial staff through the Maintenance office.

A notice was issued to custodial staff that proper clothing must be worn while grass cutting and using a weed eater due to potential exposure to poison ivy, sumac, etc.

School Zone Flashing Light: Mr. Harding has not yet received a response to his emails to the State Representatives. There is nothing further to report at this time.

Life Counts: At this time all school have an active account with Life Counts. All staff is taking the Life Counts Assessment Survey online.

Floor plans (overlay type) are in the process of being drawn for each building as part of the Life Counts Emergency Preparedness program.

Mrs. Barca reviewed Work Related Incidents since the October's meeting.

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(Walk Through)

- The Bus Barn is tidy with a clean line of sight, good lighting, ventilation and all buses parked front end in.
- The doors upon entering the Garage/Repair Bay are clearly marked "Mechanics Only."
- Data control room and Technology Offices are kept locked.
- Housekeeping is good.
- In the Warehouse Storage area, an office for the Xerox Copy Center is currently being constructed.

Suggestion Box Email: There were no suggestions received this past month.

VI. New Business

The committee will be given a demonstration on Life Counts when it is fully functional.

The next meeting will be held at the Borland Manor Elementary on December 8, 2011 at 1:30 p.m.

VII. Adjournment

The meeting was adjourned after the building walk through at approximately 10:30 a.m.