



Canon-McMillan School District
Safety Committee

Meeting Minutes

Date: September 16, 2025

Location: Central Office

I. Call to Order

The meeting was called to order by Mr. McCullough at 10:03 a.m.

II. Roll Call

Donna Barca	Karl Herald	Joni Mansmann	Neil Stewart
Zack Albarano	Erin Lenhart	Tim McCullough	
Debbie Grebeck	Jurdon Maier	John Pape	

III. Approval of the Minutes from the August 12, 2025 meeting

Mr. McCullough asked if everyone had a chance to review the minutes from the August 12, 2025 committee meeting. Mr. McCullough requested a motion to approve the minutes. Motion to approve the minutes was made by Ms. Barca and seconded by Mr. Stewart. All in favor - 10; opposed - 0; minutes approved.

IV. Chairperson's Report

Mr. McCullough reported to the committee that he and Ms. Grebeck were looking at possibilities for an upcoming flu clinic for District employees. He noted that it has been difficult to arrange an on-site clinic this year with the recent closure of local Rite-Aid stores. The store closures placed additional burdens on other local pharmacies who were already short staffed. Ms. Grebeck has reached out to the Pennsylvania Pharmacist Care Network and is actively working with their executive director to locate pharmacies within the area who may be able to help. She noted that Curtis Pharmacy may be a possible solution but nothing is finalized yet.

Mr. McCullough noted that there was a recent refresh to the staff lounge at South Central Elementary School. The area was given a new look and feel by being repainted and adding new furniture which included some high-top tables and a television. The goal of the project was to promote overall staff well being and show appreciation for all that they do. It was also meant to give staff time during the day to unplug. The approximate cost of the staff lounge refresh was between \$3,000 and \$4,000. The next staff lounge to undergo a refresh will be at Hills-Hendersonville Elementary School. The maintenance department has been hard at work preparing the area and the project is expected to be done in approximately two weeks.

Mr. McCullough also noted that there are online wellness resources on the District website that were designed by Ms. Grebeck. The virtual wellness center includes calming music and video clips to promote relaxation, overall wellness and positive mental health. Mr. McCullough commented that wellness is also built into the Safety Committee bylaws. Ms. Mansmann noted that the District Wellness Committee will be meeting in October. The time/date are to be determined.

V. Open Issues

Mr. Herald reported that the maintenance department is wrapping up summer projects and are now working on orders from the beginning of the school year. He reported that the enclosures around the air conditioning condensers at the tech building are being repaired. He also noted that his departments are getting ready for the upcoming winter weather.

VI. Old Business

Mr. McCullough noted no old business.

VII. New Business

A. Annual workplace safety training

- a. Core member training will be through PATHS. Core members may choose one of the following dates: 09/17/25, 09/25/25 or 10/01/25 for a virtual session.

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- b. Committee members on-site training will be on 10/09/25 with Ray Adams from Encova. There will be two sessions at 10:00 am and 2:00 pm

B. Annual election of officers for the 2025-2026 Safety Committee

- a. **Chair:** Mr. Stewart and Ms. Barca nominated Mr. McCullough as the Safety Committee Chairperson. No other nominations were made by the members present. A motion to appoint Mr. McCullough as Safety Committee Chairperson was made by Mr. Pape and seconded by Mr. Herald. All members present were in favor; none were opposed. Mr. McCullough will serve as Safety Committee Chairperson for the 2025-2026 school year.
- b. **Co-Chair:** Mr. Herald nominated Mr. Maier as the Safety Committee Co-Chairperson. No other nominations were made by the members present. A motion to appoint Mr. Maier as Safety Committee Co-Chairperson was made by Ms. Lenhart and seconded by Mr. Stewart. All members present were in favor; none were opposed. Mr. Maier will serve as Safety Committee Co-Chairperson for the 2025-2026 school year.
- c. **Secretary:** Mr. Stewart nominated Ms. Grebeck as the Safety Committee Secretary. No other nominations were made by the members present. A motion to appoint Ms. Grebeck as Safety Committee Secretary was made by Ms. Mansmann and seconded by Mr. Pape. All members present were in favor; none were opposed. Ms. Grebeck will serve as Safety Committee Secretary for the 2025-2026 school year.

C. 2025-2026 Meeting Schedule Calendar

- a. The committee had an opportunity to review the proposed Safety Committee Meeting Schedule for the 2025-2026 school year. Ms. Grebeck noted that meetings would be held on Thursdays this year due to standing meeting scheduling conflicts on Wednesdays. Mr. McCullough asked for a motion to approve the calendar. A motion was made by Ms. Mansmann and seconded by Mr. Pape. All members present were in favor; none were opposed. The 2025-2026 Safety Committee Meeting Schedule was approved by the committee.

D. Bylaws

- a. The 2025-2026 proposed bylaws were reviewed by the committee members present. Mr. Maier made a motion to approve the bylaws. The motion was seconded by Ms. Mansmann. All members present were in favor; none were opposed. The 2025-2026 bylaws were approved by the committee.

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

Ms. Grebeck reported that there were five new incidents since the August meeting. The committee discussed the incidents as well as follow up care and corrective actions.

IX. Round Table

Mechanics: Mr. Stewart noted no issues.

Cafeteria: Ms. Lenhart noted that there was a pothole near the back door of the cafeteria area at Cecil Intermediate School. Maintenance is aware.

Central Office: Ms. Barca noted that the outlet for the water cooler in the kitchen area keeps tripping and may need a new GFCI plug.

Transportation: Mr. Pape noted that there have been a few issues with drivers backing up in the bus garage. Mr. Maier explained the proper protocol used when drivers are backing up (such as radioing, beeping, etc) to alert others. Mr. Stewart explained that the bus garage is tight for the size of the buses but the protocols work well.

Maintenance: Mr. Herald and Mr. Albarano noted no issues. Mr. Albarano is a new maintenance employee who will be joining the core safety committee members this school year. Ms. Grebeck will reach out to him with the core member training schedule.

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X. Suggestion Box

Mr. McCullough reported 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. Herald and seconded by Ms. Lenhart. Mr. McCullough adjourned the meeting at 10:40 a.m.