Canon-McMillan School District
Safety Committee

Meeting Minutes

Date: October 23, 2025
Location: Cecil Intermediate School

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

II. Roll Call

Donna Barca	Karl Herald	Tim McCullough	Bob Kleinhans	Jen Morgan
Austin Butka	Michael Kelley	John Pape	Craig Barzan	
Debbie Grebeck	Erin Lenhart	Neil Stewart	Jennifer Keffer	

III. Approval of the Minutes from the September 16, 2025 meeting
Mr. McCullough asked if everyone had a chance to review the minutes from the September 16, 2025 committee meeting. Mr. McCullough requested a motion to approve the minutes. Motion to approve the minutes was made by Ms. Lenhart and seconded by Ms. Barca. All in favor - 13; opposed - 0; minutes approved.

IV. Chairperson's Report
Mr. McCullough noted that the recertification training for the safety committee members has been completed. He thanked Ray Adams, from Encova, for presenting the training sessions held at Central Office on October 9, 2025.

Mr. McCullough spoke about the recent increase in muscle sprain/strain claims related to teachers and paraeducators working with students during gym classes. He noted that Mr. Adams discouraged adults from actively participating in these classes as they should only be present to supervise/monitor the student's activity. If an adult does need to participate, they should always be sure to stretch and warm up prior to the activity to avoid injury.

In preparation for the upcoming winter months, Mr. McCullough relayed to the committee that Mr. Adams has suggested the use of ice cleats and appropriate footwear for employees during inclement weather. Mr. McCullough noted that reminders will be sent out to staff to be careful and mindful.

V. Open Issues
Mr. Herald reported that there are no open issues at Cecil Intermediate School. He did note recent improvements to the fire lane parking at this building and that his department is preparing for the winter weather.

VI. Old Business
Mr. McCullough noted no old business.

VII. New Business
Mr. McCullough noted no new business.

VIII. Review of Work Related Incidents since the last meeting and corrective actions taken
Ms. Grebeck reported that there were eight new incidents since the September meeting. The committee discussed the incidents as well as follow up care and corrective actions.

Mr. McCullough commented that 80-90% of claims do not involve lost time and that the District generally does not have a lot of serious injuries.

IX. Round Table

Cafeteria: Ms. Lenhart noted no issues.

Central Office: Ms. Barca noted that the outlet for the water cooler in the kitchen area was replaced with a new GFCI plug and the water cooler was replaced. She also noted that there are a few holes, where signage was to be installed, that need to be repaired. Maintenance is aware of these items.

Maintenance: Mr. Herald introduced Mr. Butka as the newest member of the core committee. Mr. Herald noted that there were sewer issues at both South Central Elementary and Canon-McMillan High School that were under repair.

Technology: Mr. Kelley noted no issues. He did comment on the nice work that the custodians at Muse Elementary School were doing to prevent safety issues such as making sure to utilize the wet floor signs.

Cecil Intermediate School Representatives: Mr. Kleinhans, Mr. Barzan, Ms. Keffer and Ms. Morgan noted no current issues. Mr. Kleinhans spoke about problems that the building had with the AC compressor when the weather was warmer. He noted that some of the classrooms would get very warm. Mr. Herald was aware of this issue.

Transportation: Mr. Pape noted no issues.

Mechanics: Mr. Stewart noted that the cooler weather precipitated the need to close the garage doors which limits the air exchange in that area. He also noted that there are spots on the ceiling in a few places where there is water leakage from the roof.

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. Stewart and seconded by Ms. Lenhart. Mr. McCullough adjourned the meeting at 10:23 a.m. followed by an inspection of the Cecil Intermediate School building led by Mr. Kleinhans.