



**Canon-McMillan School District
Safety Committee**

Meeting Minutes

Date: November 13, 2025

Location: Hills-Hendersonville Elementary School

I. Call to Order

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

II. Roll Call

Donna Barca
Austin Butka
Scott Chambers

Debbie Grebeck
Karl Herald
Michael Kelley

Joni Mansmann
Tim McCullough
John Pape

Shelley Brose
Beth Joseph
Jeanne Russo

III. Approval of the Minutes from the October 23, 2025 meeting

Mr. McCullough asked if everyone had a chance to review the minutes from the October 23, 2025 committee meeting. Mr. McCullough requested a motion to approve the minutes. Motion to approve the minutes was made by Mr. Kelley and seconded by Mr. Pape. All in favor - 12; opposed - 0; minutes approved.

IV. Chairperson's Report

Mr. McCullough spoke about the recent increase in muscle sprain/strain claims related to teachers and paraeducators working with students during gym classes. He recently reviewed literature (provided by Mr. Adams from Encova) regarding stretching exercises with Dr. Abbondanza and Dr. Crowley. The literature was sent out to principals and PE teaching staff as a suggestion to help prevent injuries. Mr. McCullough plans to distribute this literature to paraeducators next. Stretching is especially helpful during the colder months to prepare muscles adequately prior to gym classes.

Ms. Mansmann spoke about the Workers' Compensation provider selection process which happens annually. She noted that providers look at a combination of the number of District employees, number of related claims and mod rates over a three year lookback period. She reviewed a recent benchmark comparison between Canon-McMillan School District and other districts that were similar in size and location. The most current mod rate for CMSD was 1.279. Ms. Mansmann noted that the overall goal is for the mod rate to decrease to being 1.0 or under. Mr. McCullough explained that the implementation of safe practices and increased employee awareness should decrease the number of incidents as well as impact the mod rate.

V. Open Issues

Mr. Herald reported that the hallway between the Hills-Hendersonville School building and the trailers was completed and cameras were recently added. He also noted that stretching exercise literature was provided to custodial staff and they have been encouraged to stretch before shifts to warm up their muscles and decrease injuries while working.

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 was one new incident since the October meeting. The committee discussed the incident as well as follow up care and corrective actions.

IX. Round Table

Hills-Hendersonville Elementary School Representatives: Ms. Brose thanked the custodial staff for helping to

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retrieve a time capsule that was buried in 2000. Its contents are scheduled to be displayed in the school during the week of Thanksgiving. She will be asking for a new capsule to be reburied soon with contents from current years. Ms. Brose noted that there was a recent addition of cameras and lights to the new walkway from the building to the trailer and that they are still awaiting the installation of exit signs. She also asked for assistance from maintenance to install a new book borrow stand (created by a parent) near the playground area.

Transportation: Mr. Pape noted no issues.

Central Office: Mr. Chambers spoke about funding from a safety grant to aid in the purchase and installation of a gate near the side of the Hills-Hendersonville School building to cordon off this area for students to play in.

Maintenance: Mr. Herald and Mr. Butka noted no issues.

Technology: Mr. Kelley noted that a new IT staff member joined the department on Monday. He also noted that the new Centegix system successfully logged in over 120 parent check-ins during recent Halloween events at the schools.

X. Suggestion Box

Mr. Chambers 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. Pape and seconded by Mr. Herald. Mr. McCullough adjourned the meeting at 10:26 a.m. followed by an inspection of the Hills-Hendersonville Elementary School building led by Ms. Brose.