

Midwestern Intermediate Unit IV  
453 Maple Street  
Grove City, PA 16127

**SAFETY COMMITTEE  
RECORD OF MINUTES**

Chairperson: Brenda Marino

Date: November 13, 2025

Department: Human Resources

Time meeting starts at: 8:30 AM

**I. Call to Order** – Melissa Wylle, Director of Special Education  
*Virtual Meeting*

**II. Roll Call:**

	<u>Representative</u>	<u>Present/Absent</u>
Brenda Marino, Assistant to the Executive Director	Employer	Present
Bryda Drumm, Social Worker	Employee	Present
Maureen Werwie, Director of Business Services	Employer	Present
Melissa Wylle, Director of Special Education	Employer	Present
Jason Williams, Director of Technology	Employer	Present
Stacey DeFiore, Secretary Clerk	Employee	Present
Dan Bishop, Coordinator of Buildings & Grounds	Employee	Present
Dan Gomola, Payroll/HR Specialist	Employee	Present
Shawn Hedglin, Maintenance Technician	Employee	Present
Dave Zupsic, Director of Educational Services	Employer	Present
Melani Marshall, Speech Language Therapist	Employee	Present
Donna Volpe, Executive Secretary	Recording Secretary	Non/Voting

**III. Introduction of Visitors**

- Annette Herbst, Senior Safety & Loss Control Consultant, Encova Insurance

**IV. Reading and Approval of Minutes**

On a motion by Zupsic seconded by Gomola and carried, the minutes of the October 9, 2025, Safety Committee meeting were approved as read.

Copies of the minutes are available on the MIU IV website and distributed to staff by e-mail.

**V. Discussion of Unfinished Business**

**VI. New Business**

- Annual Safety Refresher Training

**VII. Safety Coordinator Report: Dr. Zupsic**

**1. Review of written employee accident investigation reports and breakdown**

There were one (1) staff incident reports for review.

**2. Review of safety suggestions.**

**3. Other Business**

**Next Meeting** --- Thursday, **December 11, 2025, at 8:30 a.m.** Virtual meeting.

**VII. Adjournment** --- On a motion by Drumm seconded by DeFiore and carried, the meeting was adjourned at 9:22 a.m.

Respectfully submitted,  
Donna Volpe