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

**SAFETY COMMITTEE**
**RECORD OF MINUTES**

Chairperson: Jason Williams Date: October 8, 2026

Department: Technology Time meeting starts at: 8:30 AM

**I. Call to Order** – Jason Williams, Director of Technology
*Virtual Meeting*

**II. Roll Call**:

| | Representative | Present/Absent |
|---|---|---|
| Brenda Marino, Assistant to the Executive Director | Employer | Present |
| Bryda Drumm, Social Worker | Employee | Present |
| Maureen Werwie. Director of Business Services | Employer | Absent |
| Melissa Wyllie, Director of Special Education | Employer | Absent |
| 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 |
| Jennifer Hedglin, Executive Secretary | Recording Secretary | Non/Voting |

**III. Introduction of Visitors**

**IV. Reading and Approval of Minutes.**

On a motion by DeFiore seconded by Bishop and carried, the minutes of the September 10, 2026, 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: Jason Williams Buildings & Grounds

- Dan B reported they are repairing the sidewalks, still want to get the yellow paint on steps redone before winter
- Jason is working with Tower to get specs for the fire alarm system. The PCCD grant is not able to cover these expenses.

## VI. New Business

1. **Review of written employee accident investigation reports and breakdown**
   One report was reviewed

2. **Review of safety suggestions.**
   - Do sites have carts to use when they are trying to move materials in/out of the building?
   - Other sites do not do inspections since we don't own the buildings, but we may need to have a process so staff know what to do if they notice something unsafe.

3. **Other Business**
   Building Self-Inspection Checklist was completed by Dan B and Stacey D
   - Extinguishers & emergency lighting will be inspected on Monday
   - In November, fire alarm system is scheduled to be inspected
   - Yellow paint needs completed

## VII. Safety Coordinator Report: Dr. Zupsic

1. Quarterly report completed
2. Emergency Response Team at IU all trained in CPR & First Aid
3. Planning a new situational awareness training with Bryda
4. Next step = Critical Incident Procedure Plan (flipchart) - needs new floor plan
5. Upcoming fire, severe weather, & ALICE drills
6. Need to find/replace the small laminated cards that were at each podium for presenters that gave closest exit details. Bryda is checking in with the TaC team to see if they need to review emergency evacuations.

Next Meeting --- Thursday, **November 12, 2026, at 8:30 a.m**. Virtual meeting.

**VIII. Adjournment** --- On a motion by DeFiore seconded by Drumm and carried, the meeting was adjourned at 8:53 a.m.

Respectfully submitted,
Jennifer Hedglin