

PELHAM SCHOOL DISTRICT – SAU 28
Pelham, New Hampshire 03076
JOINT LOSS MANAGEMENT SAFETY COMMITTEE
December 3, 2014

APPROVED MINUTES

Attendance: Steve Martin, Business Administrator; Deb Mahoney, Asst. BA for HR; Barbara Campbell, PHS Nurse; Karena Carten, PMS Teacher; Stefenie Cote, PES IA; Linda Kubit, PES Food Service Manager; Stacy Maghakian, PMS Asst. Principal; Jenn Meskell, SAU Admin. Assistant; Alan Miller, Director of Facilities; Joe Perigny, PHS Custodian; and Monica Panait, Primex Representative.

Call to Order

Mr. Martin called the meeting to order at 3:15 p.m.

Member introductions were made.

Approval of Minutes

The minutes from the September 24, 2014 JLMC meeting were reviewed and approved.

Review of Loss Reports

The committee reviewed the loss reports between September 25, 2014 and December 2, 2014. Since our last meeting there was a change in the reporting guidelines that significantly increased the number of incidents submitted to Primex. The change was to also include even minor incidents with no potential loss. The review covered twenty (20) incidents of which sixteen (16) were student interaction related. The one major incident was an employee who was hit by a car while crossing the parking lot to the school. The Administration will be working with the police department to identify what changes could be made to make walking in the parking lot safer.

Emergency Management Guidelines

After reviewing the schools' plans it was determined that the plans are consistent across the district. Ms. Campbell confirmed that the plans were now up in all rooms at PHS.

Revised District Safety Plan Review and Discussion

Ms. Mahoney walked through the current status of a revised safety plan. There was some discussion. Ms. Mahoney will have a new draft for review at the next meeting.

Safety Committee Awareness Program

Mr. Martin stated that he still had not had time to work on the implementation of the safety awards. This item will be on hold until he has some time to develop a proposal for this program.

Other Business

Ms. Mahoney provided an update on the hepatitis A & B shots. The procedure has been implemented and staff at risk has been offered the shots.

Next JLMC Meeting

The next meeting of the JLMC was scheduled for Wednesday, March 4, 2015, at 3:15 PM at the SAU conference room.

Adjourn

The meeting was adjourned at 4:26 PM.

Respectfully submitted,

Stephen F. Martin

Co-Chair