

**PELHAM SCHOOL DISTRICT – SAU 28**  
Pelham, New Hampshire 03076  
**JOINT LOSS MANAGEMENT SAFETY COMMITTEE**  
**March 4, 2015**

**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; and Monica Panait, Primex Representative.

**Call to Order**

Mr. Martin called the meeting to order at 3:17 p.m.

Member introductions were made.

**Approval of Minutes**

The minutes from the December 3, 2014 JLMC meeting were reviewed and approved.

**Review of Loss Reports**

The committee reviewed the loss reports between December 3, 2014 and March 2, 2015. The review covered twelve (12) incidents of which seven (7) were student interaction related; three (3) were slip and fall related; one (1) was burn related; and one (1) was struck related. There were no major issues or causes that required additional review or recommendations by the committee.

**Revised District Safety Plan Review and Discussion**

Ms. Mahoney walked the committee through the latest draft of the revised district safety plan. The review compared the current draft as it related to the current building practices in place today. The committee agreed on several procedural changes to be included in the recommended final draft. In addition, Ms. Mahoney reviewed and the committee modified some of the attachment forms in the manual.

Ms. Mahoney has the task to review the Emergency Evaluation and Response section of the draft with the Superintendent. Several other members picked up action items to verify procedure in their building or to provide Ms. Mahoney with copies of forms used in their buildings. Ms. Campbell will provide a copy of the Athletic Trainer injury report form which we may consider using for coaches and summer incident reporting.

**Other Business**

Mr. Martin reminded the committee that the annual building walk-through inspections must be completed by each building safety committee prior to our next meeting. Mr. Martin will be emailing the committee a copy of the forms to be used this year. He reminded the committee that we will review all issues identified at the next meeting and that all issues must be entered into School Dude so that work orders can be generated.

**Next JLMC Meeting**

The next meeting of the JLMC was scheduled for Wednesday, June 10, 2015, at 3:15 PM at the SAU conference room.

**Adjourn**

The meeting was adjourned at 4:40 PM.

Respectfully submitted,

Stephen F. Martin

Co-Chair