

PELHAM SCHOOL DISTRICT – SAU 28
Pelham, New Hampshire 03076
JOINT LOSS MANAGEMENT SAFETY COMMITTEE
June 10, 2015

DRAFT MINUTES

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

Call to Order

Mr. Martin called the meeting to order at 3:20 p.m.

Member introductions were made. Mr. Martin advised the committee that Deb Ryan was the new school board representative to the district safety committee.

Approval of Minutes

The minutes from the March 5, 2015 JLMC meeting were reviewed and approved.

Review of Loss Reports

The committee reviewed the loss reports between March 3, 2015 and June 9, 2015. The review covered twenty-five (25) incidents of which thirteen (13) were student interaction related; three (3) were slip and fall related; three (3) were struck by person or object other than vehicle; two (2) were push/pull related; two (2) were struck related; one (1) was walk/run related; and one (1) was walk/run 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 advised the committee that the updated District Safety Plan was finalized and sent to the Board for approval. Ms. Mahoney thanked the members for their help in updating the plan.

Annual Building Walk-through Safety Inspections

Mr. Martin distributed electronic copies of each school's annual building walk-through safety inspection for review. At the meeting a representative from each building discussed any issues identified. School Dude work-orders have been created for all items needing corrections.

Other Business

Mr. Martin thanked the committee for their support over the past two years as this was his last meeting prior to his retirement. Ms. Mahoney will be assuming the Business Administrator position effective July 1 and will chair this committee.

Next JLMC Meeting

The next meeting of the JLMC was scheduled for Wednesday, September 30, 2015, at 3:15 PM at the SAU conference room.

Adjourn

The meeting was adjourned at 4:45 PM.

Respectfully submitted,

Stephen F. Martin

Co-Chair