

PELHAM SCHOOL DISTRICT – SAU 28
Pelham, New Hampshire 03076
JOINT LOSS MANAGEMENT SAFETY COMMITTEE
September 30, 2015

DRAFT MINUTES

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

Call to Order

Ms. Mahoney called the meeting to order at 3:20 p.m.

Ms. Mahoney reviewed the membership make-up of the committee and advised all members that were present that if they wished to be replaced on the JLMC committee, they should notify her individually and she would work with the representative groups to replace them on the committee.

Approval of Minutes

The minutes from the June 10, 2015 JLMC meeting were reviewed and approved.

Review of Loss Reports

The committee reviewed the loss reports between June 10, 2015 and September 28, 2015. The review covered ten (10) incidents of which five (5) were student interaction related; four (4) were struck by incidents; one (1) was external contact. Ms. Cote walked the committee members through the incident report information and let the discussion. There were no major issues or causes that required additional review or recommendations by the committee.

Revised District Safety Plan Discussion

Ms. Mahoney reported that the School Board approved the new plan document on May 20, 2015. Training was provided to facilities staff during the month of June and that the roll-out to all professional staff would be done at the November monthly staff meetings at each school. The remainder of staff will be trained following those meetings. Plan booklets were printed and distributed on November 4th to all active staff and mailed to employees holding positions with an irregular on-site schedule, such as substitutes and coaches.

Other Business

Mr. Miller reported that all building walk-through items were addressed over the summer months. Ms. Kubit reported that there appears to be a lack of communication between the High School office and the Nutrition Services Department in relation to an incident at the start of the school year. They felt that when there was an evacuation of the building, teachers were notified via email and asked to communicate with IAs, and administration went around the building making sure that all were notified, however, the cafeteria staff were missed with both email and visit (the paging system was inaccessible at the time of the incident). It was requested that the PHS safety committee discuss how to better involve this Department should there be another similar event in the future. Ms. Campbell made a note to bring to that committee's next meeting. Ms. Mahoney said that she also spoke with the Director of Nutrition Services, and had asked the Superintendent to add that Director to the communication group in School Messenger to improve notifications.

Next JLMC Meeting

The next meeting of the JLMC was scheduled for Wednesday, December 16, 2015, at 3:15 PM at the SAU conference room.

Adjourn

The meeting was adjourned at 4:05 PM.

Respectfully submitted,

Deborah Mahoney

Co-Chair