

SAU 39

Amherst, Mont Vernon and Souhegan Cooperative School Districts

Joint Loss Management Committee Meeting Minutes

November 27, 2017

3 pm – 4:15 pm

[Amherst Middle School](#)

In attendance: John Schuttinger, Porter Dodge, Carrie James, John Robichaud, John Lash, Sue Sarraf, Denise Raymond, Robyn Graham, Anne Pappas and John Young

Absent: Gerry St. Amand, Nicola Fraley, Rob Scully, Deanna Cordts, Kim Deppen, and Monica Panait

Discussion Items:

- **Accomplishments** – have completed many of the tasks and goals of the JLMC and need to make sure that the work is being followed through such as the findings from the Facility Audits
- **2017-2018 JLMC Action Items** – see updates in red for completed items and ongoing items in green. Most action items are in practice with ongoing maintenance versus new initiatives that are being developed. We have been working diligently to implement best practices and will focus on the PRIME Member Self-Assessment (attached). #6 has been added as a new initiative for the 17-18 school year.

	Area	Action Item	Progress / Update	Completion Due Date
1.	Required Policies – “all things compliant”	Establish a consistent and efficient mode of communication for employees to receive required information such as universal health precautions, the safety program and required policies.	The SAU office is implementing an employee portal. This portal will deliver policies to employees through the web portal and employees will electronically sign their acknowledgement, receipt and understanding of attachments.	January 2018 for all current employees. Annual employee sign off will be due each October or at time of hire after the start of the school year.
DONE – FEBRUARY 2018				Employees will receive this listing by Districts with links to the policies, procedures and agreements February 15, 2018 and it will be due by April 15, 2018.

2.	Safety Data Sheets (fka MSDS)	Implement an easily accessible and streamlined system to track MSDS for products used in the schools.	<p>Summer / Fall 2016 – The Director of Facilities purchased an online program (MSDS Online) to electronically track MSDS / safety data sheets and will have the link available on the SAU website and/or desktops. Inputting of current products has begun and will continue throughout the 16-17 year.</p> <p>Live as of April 2017 and will continue to update with products. Distribute the process to request additional products to all staff before the end of the school year.</p>	<p>This will become part of “all things compliant” sign off list.</p> <p>MSDS Online is linked on each schools home page and is part of the “all things compliant” listing for employees to acknowledge.</p>
3.	Benchmarking	Identify losses based on claims and establish goals to reduce incidents.	<p>2015-2016 school year was the first year of this goal setting. We will continue to identify our claims and work to meet our goals in the 2016-2017 school year.</p> <p>The goal is to maintain the current levels if not decrease the number of claims and continue the focus to re-energize this priority.</p>	<p>Ongoing analysis at each of the JLMC meetings.</p> <p>Benchmarking our claims to identify norms and areas for improved safety is an ongoing action item.</p>
			DONE – SEPTEMBER 2017	
4.	Facility Audits	Annual inspections conducted and findings presented to the JLMC.	Members of the JLMC will conduct the annual facility audit of their own building as a team.	Complete in-depth facility Inspections by February 15, 2018 and presented to JLMC on March 26, 2018.
4.	Facility Audits	Reports given to Principals and Facility Managers at each building.	Monthly facility audits at each building by Facilities.	Audit findings - schedule completion dates of April vacation, end of June and before school starts.
		ONGOING		

IN PROCESS...	5.	Prime 3	Achievement of the Primex Recognition of Risk Management Effort, Effectiveness and Excellence	Work with Primex to Review, Assess and Implement the top ten risk management best practices	HR is working with Monica Panait at Primex to confirm and document best practices. HR to submit proposal with the goal of receiving approval by Primex by June 30, 2018.
	6.	CPR / 1 st Aid Certification on School Field Trips	To have at least one staff member / coach at each event who is CPR and 1 st Aid Certified.	Coaches, teachers, para's and bus drivers should be CPR (and ideally 1 st Aid) certified to care for our students if the event of an emergency.	Coaches are CPR certified. The Principals are working with the SAU Administrators to implement. The bus company was notified of our need for all bus drivers to be CPR certified and has complied.
IN PROCESS...					

- **2017-2018 Facility Audits – schedule and feedback**

JLMC members AND the facility manager / lead from each building:

SHS	John Young, Denise Raymond and Rob Scully
AMS	Porter Dodge, Sue Sarraf and Robyn Graham
MVVS	Kim Deppen and John Schuttinger
SAU Office	John Lash, Anne Pappas and John Robichaud
Clark	Deanna Cordts, Nicky Fraley and Gerry St. Amand
Wilkins	Deanna Cordts, Nicky Fraley and Gerry St. Amand

Audit Timeline:

- By December 15, 2017 Schedule Audit Date(s) with JLMC partner(s) / facilities
- By January 15, 2018 Share poster with staff at meetings etc.

Remind employees that the facility audit is an annual formal event and not a once a year clearing and cleaning pre-audit prep activity and the DOL, DOE and Fire can and will stop by to inspect / re-inspect at any time

- By February 15, 2018 Complete Facility Audit
- By March 15, 2018 Send Facility Audit Report to HR
- On March 26, 2018 Present Facility Audits to JLMC Committee

- **DOL, DOE and Fire Department Inspections** are not scheduled allowing time to clean up. The expectation is that our spaces are always ready to be inspected and in safety compliance. The annual Facility audits are not a onetime checklist item to make as “done” and captures the moment in time. The monthly inspections by facilities are best able to capture the “trends of non-compliance.” The struggle is around enforcement and consequences when trends are repeatedly captured and the individuals / areas are not up to par.
 - What is the consequences when / if areas of concern in specific classrooms or by individuals is not remedied? Is there a policy that outlines consequences? This is a next level conversation between building Administration and the Director of Facilities to manage.

- **Additional Discussion Items**
 - **Cleaning Protocol** – what is the best practice and should students be involved? Not cost effective to use one wipe per each desk nightly. The “Clorox” wipes require that hands be washed after handling the cleaning wipes. Not all desks are used by the same student and at the middle school and high school levels there are several students using the same workspace each day. There are not enough hours to put the product on each desk nightly, let it sit and return to remove. If a student is ill and coughing on the desk at 9 am and the next students uses it as 10 am the germs are still there for the rest of the day. Germs die after 24 hours so cleaning desks nightly is only good until the first child sneezes the next morning.

2017-2018 meeting dates from 3 pm – 4:15 pm

- ~~October 30, 2017~~ – SHS – Canceled due to no school
- November 27, 2017 – AMS
- **January 29, 2018 – SAU**
- March 26, 2018 – Wilkins
- May 21, 2018 - MVVS