

SAU 39

Amherst, Mont Vernon and Souhegan Cooperative School Districts

Joint Loss Management Committee Meeting Minutes

January 29, 2018

3 pm – 4:00 pm

[Brick School](#)

In attendance: John Schuttinger, Porter Dodge, Carrie James, 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, John Robichaud, and Monica Panait

Meeting Minutes: Anne Pappas

Discussion Items:

- **Annual Acknowledgement of Policies, Procedure and Agreements:**

Carrie shared a cover letter written by Peter addressing all staff regarding “all things compliant”. The memo (which will be sent out by February 15th), states that each employee shall read, understand, become familiar with, and comply with established policies and current practices. An attachment of links will connect employees to documents, power points and other trainings. Each employee will be asked to sign next to each policy & procedure that they have reviewed and return the entire acknowledgement by mid- April. Primex offers some great trainings, but for now, we will focus on written documents. These acknowledgments (and revisions, if necessary) will be sent to all employees each year. This first list was compiled by all the building principals.

Porter feels that we should get serious about requirements for everyone. Most of AMS’s paras are trained in CPR/AED. CPI has been tough though. Do we/can we fund or reimburse? This has been an issue for some paras. Teachers are harder to schedule for trainings due to their full schedules. We need to provide time, training, money. HeathTrust can help some pay for partial trainings if they have our insurance (and are eligible for reimbursement through the Slice of Life program).

- **Workers Compensation Claims Thus Far:**

Anne reviewed the total number of claims submitted so far for 2017/2018, broken down by school building:

MV: 3 incidents (all misc. accidents)

AMS: 3 incidents (all misc. accidents as well)

C/W: 17 incidents (9 student aggressions and 8 accidents, 4 of which were slips and falls)

SHS: 8 incidents (7 student aggressions and 1 accident)

SAU Bldg: -0-

It's that time of year when we see an upswing in student aggressions. Porter mentioned that they have reminded employees recently to report **all** student aggressions, which might be part of the reason why there has been a recent upswing.

- **More Timely Reporting of Accident Reports Needed:**

Carrie reminded everyone about the importance of Accident Reports being sent in as soon as possible. Compliance had been great for a while, but this (school) year, due to holidays, vacations, and school closings, we've noticed several interoffice envelopes coming in recently with a saved stash of forms (not all timely). Anne reminded everyone that the Department of Labor fines are \$2500 per occurrence. Because our reporting has been very good, an occasional late one is likely overlooked but a large number submitted all at once brings attention to the late arrivals. Please send the reports to both Maureen and Anne. If Maureen is out, Anne will submit the claim(s).

- **Benchmarks:**

Still outstanding: Rreview our seat belt policy with John R.

- **Department of Labor Audits:**

The Department of Labor has been returning to check on items noted as needing improvement in our buildings. Kitchen audits look great! John Lash said that the DOL visits the kitchens twice a year.

- **Building Audits:**

All facility audits should be completed by February 15. You are welcome to share (with your employees/buildings) the checklist the Department of Labor uses when auditing. Take photos of each incident (i.e., we should no longer use one picture to represent all the cable situations in the building). Someone recommended that you take a picture of the room number before each picture (or a series of pictures) to make it easier to keep track of things. We will present our findings at our JLMC meeting on March 26. Send your audits to Carrie by March 15th if you'd like her to include them in her files so she can set up for viewing (otherwise bring your own laptop for the presentation). Findings will then be turned over to principals so they can include items in budget talks.