

SAU 39

Amherst, Mont Vernon and Souhegan Cooperative School Districts

Joint Loss Management Committee Meeting Minutes

December 3, 2018

3 pm – 4 pm

[SAU 39 Brick Building](#)

In attendance: Eric Bouldin, Mark Bradshaw, Porter Dodge, Robyn Graham, Jesse Haarlander, Carrie James, John Lash, Mike Ouellette, Monica Panait, Anne Pappas, Denise Raymond, John Robichaud, Sue Sarraf, John Young

Absent: Deanna Cordts, Kim Deppen, Nicky Fraley, Colin Fredette, Valerie Robinson, John Schuttinger, Rob Scully

Minutes: Taken by Anne Pappas

1. **Welcome to our new JLMC members!** MV Guidance Counselor, Valerie Robinson, C/W Principal, Nicky Fraley, AMS Dean of Instruction, Jesse Haarlander and Facility Leads; Eric Bouldin, Mark Bradshaw, Colin Fredette and Mike Ouellette.
2. **We are still looking for representation** for our teachers and paraprofessional/support staff. John Young mentioned that he will be stepping down at the end of this school year since he has been on the committee since its inception. John will be on the lookout for his replacement from Souhegan.
3. **Payment for JLMC Participants?** Adam recently decided on a \$250 annual JLMC member stipend for certain non-admin professional staff (teachers and nurses) since participation in our committee is above and beyond the normal scope of their jobs. More to come from Carrie on this. Hourly Support Staff Only: If attendance is not within your normal work hours, please fill out a timesheet for extra time.
4. **Achieving Prime Certificate!** Carrie brought in the framed certificate that was presented to us by Primex in September and handed it over to Eric Bolton to display at Mont Vernon for the month of December. Eric, please make sure that Wilkins receives it for January. Please check below for the month it will be displayed at your school!
 - Wilkins – January Clark – February AMS – March
 - April – Souhegan Annex May – Souhegan
 - June - SAU

5. **Monica went over Worker's Comp claims from January 1 – December 3, 2018 -** She reminded everyone that losses are CONFIDENTIAL and that the focus should be on prevention, not in the "who". Slip, trips and falls continue to be the major preventable claim category in all districts, in fact numbers have increased. Our numbers are not excessive but we have done better in prior years. Monica suggests sharing educational materials regarding slips, trips and falls with employees. Please let Anne or Monica know if you'd like extra materials for your buildings. We will continue to benchmark this category for next calendar year.
6. **Snow (!)** has arrived! John R. is currently working on making sure all schools have enough mats and that they are in good shape. There was talk about recommending that employees wear snow boots in, to keep falls to a minimum.
7. **Ice Alert - John** Robichaud will continue his research into Ice Alert signs to be installed on all school properties. Monica suggested putting them up November-April. If kept up all year, employees get used to them and no longer notice them.
8. **Traction Shoes for Facility Workers –** John Robichaud will research getting traction shoes with teeth to replace the coiled ones we currently have for Facility employees. Several employees fell on ice this past year, resulting in two major claims.
9. **CPR/First Aid Classes –** Porter reported that 66 employees have completed the class offered free to districts by the fire department. There will be another class in January. Porter mentioned that if we can get 40% of our employees certified, we would be in great shape and be able to handle any type of emergency! Carrie mentioned that if an employee uses a non-contracted work day to attend, that he/she should be compensated.
10. **New RSA on Ethics Effective Immediately–** Porter said that there is a new RSA specific to schools/teachers which states that alcohol is prohibited on all school property (including employee's own, personal cars). The RSA states that if alcohol is found, the employee could lose their credentials and/or job. Principals should send out something to all families regarding this as the holidays are approaching and we still see alcohol occasionally given as gifts. **Porter, please forward the notice on the new RSA to all committee members.**
11. **Implementation of School Dude (new maintenance tracking/work order system) –** John Robichaud to get a final date from Bruce Chakrin for the installation of School Dude on every employee's desktop.
12. **Facility Audits–** Get your building audits scheduled and be prepared to present your findings at our **next meeting on February 4th at Wilkins**. We are going to need about 1 ½ hours to present. Please let your building employees know when you will be passing through and that our purpose is to keep everyone safe!. Please utilize the form that AMS developed last year and hand out to those needing improvement in their spaces
13. **HAVE A WONDERFUL HOLIDAY SEASON AND BE SAFE!**