JLMC |MINUTES

Meeting date | time 5/16/2016 3:30 PM | Meeting location SAU 93 Conference Room

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| Meeting called by | Lynn Carey |
| Type of meeting | Fourth meeting of 2015-16 |
| Facilitator | Lynn Carey |
| Note taker | Kathy Schnyer |
| Timekeeper | None |

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| **Attendees:**Carrie Frederiksen RNJody Bates RNAmy Adams RNKathy SchnyerDr. Lynn Carey |

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# Agenda topics

Minutes of 4/25/2016 meeting: Motion by Amy to approve the minutes with minor changes (spelling of names). Jody seconded, minutes approved by JLMC.

Reference to 4/25/16 meeting and loss of our WC provider: Because PLT is going out of business, the district is looking for a new provider. There is a concern that we still have not reviewed, as a committee, the YTD workers compensation claims in order to analyze issues and spot trends, if any.

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Claims review for the 15/16 year should be addressed at 1st 16/17 meeting
 | **Jane Fortson** | 10/24/2016 12:00 AM |

Training Issues: Discussion about making renewal/refresher training more interactive and hands-on for the staff that have already taken the online, slide-based training. The idea of incorporating some of it in to the Health Fair was discussed.

Fire training: the group feels that there should be some fire training for adult staff, including how and when to use a fire extinguisher.

Carrie mentioned that it is difficult getting the teachers to complete the online trainings and get their certificates in hand.

One last edit to the Safety Manual included adding in the JLMC’s recommendations for training. This was based on a year-long discussion with Ron O’Keefe and includes:

* BBP/Universal Precautions/PPE,
* Slips Trips & Falls,
* Preventing Workplace Harassment & Discrimination, and
* Bullying Awareness.

This recommendation will be added to Section 8 of the manual as of today.

Joint Loss Safety Manual: *Are there anymore edits that need to made to the manual*.

Lynn asked for the latest revision of the Safety Manual so that it can be presented to the Board of Education and Administration at the board meeting on May 17th.

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Kathy makes final edits and e-mails to Dr. Carey, along with posting latest revised edition to the website.
 | **Kathy/Dr. Carey** | 5/16/2016 12:00 AM |

Spring Playground Safety Inspection: All school playgrounds should be inspected this spring.

Ron O’Keefe from NH-PLT/NH-WCT has already inspected all playgrounds. The reports are pending.

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Review playground reports as a Committee
 | **David Lapointe** | 10/24/2016 12:00 AM |

Setting a date for the first meeting of 2016/2017: A change in facilitator and note taker should occur.

Lynn mentioned that the Superintendent is very aware and knows that safety training must be done. With Lynn leaving the district at the end of June, the first meeting of the 2016/2017 school year **should occur by October 2016 at the latest**. This will be a date set by Jane Fortson, as business administrator. A reminder that the meeting should be noticed to the principal, administrative assistant, nurse, and building reps for each of the unions, as well as SAU #93 administration. By design the committee is supposed to be comprised of a mix of management and employees. Building representation is important. It would be great to see a teacher and a para from each building attend. The meeting should not start until 3:30 pm to allow staff from other schools time to travel to the meeting site.

| Action items | Person responsible | Deadline |
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| * Setting a date for the first meeting of the 16/17 year
 | **Jane Fortson** | 10/24/2016 12:00 AM |

Notes respectfully submitted by Kathryn Schnyer 5/16/2016