

**Joint Loss Management Committee**  
**10/27/22 (Thursday) at 9:00 am**  
**Via Zoom**  
**Minutes**

**Members in attendance: Amy Cassidy, Lance Finamore, Kelly Seeley, Carrie Marsh, Candi Fowler, Kelly Ducharme, Ben Arria, Jenn Dubois, Ed Hinckley, Amanda Zeller, Steve Cortez, Alyssa Akhtar, Sandy Van Sciver, Melissa Davis, Dawna Bosquet, Mike Mullarkey, Lynn DiZazzo.**

1. Welcome to our new members:

- Melissa Davis, CSDA
- Amanda Zeller, HBHS
- Sam Boudreau, HUES
- Sandy Van Sciver, HPS
- Candi Fowler, HUES
- Alyssa Akhtar, SAU

2. Accident/Safety Reports – Jenn

- **Open discussion for feedback:**
- **Question: Where can students find access to information for allergens in food: common allergies such as soy, dairy, wheat?**  
**Answer: students are welcome to ask food service workers and can see labels. Amy Cassidy and Kelly Ducharme will connect to discuss this further.**
- **Question: Inquiry regarding student/staff interactions, are they reported on the Accident/Safety report.**  
**Answer: Carrie explained if no injury is reported, behavior incidents are not reported to HR. Student interactions/behaviors are handled at the Admin/building level. Admin has their own incident reports to track patterns.**  
**Question/Suggestion: HPS –Issues behind the building:**
  - Holes that students/staff fall in the winter because of ice/snow collects
  - Large puddles form with debris and ice, carpool & bus duty area.
  - Drury Lane sidewalk often has debris to the extra parking spots at HUES.**Answer: Lance will look at areas of concern and repair/spray/mark holes out back for better visibility**
- FY22 YTD, July thru September (see attached)-discussion about the van accident being noted on the FY23 report. At first glance it was requested to remove this because incident happened in FY22. Upon further investigation, the incident occurred in April, 2022, but the claim was filed in July of 2022, which is why it appears on the FY23 safety report.

- June Concern: Staff & students walking and looking at phones-cause of accidents-**will revisit at next meeting**
3. Staff Wellness Programs Identified –Carrie
    - **Suggestion made to make wellness one of the goals for next year and work towards participation increase.**
    - Wellness Bingo-**Completed participation rate of 15%-20% of staff**
    - Maintain Don't Gain-**intro email to be sent next week 11/1**
    - HealthTrust Wellness Programs
    - HB Open
    - Healthie Selfies featuring Flat Andy-**spring 2023**
  4. Sub-Committee Reports
    - SAU-Wide USDA Wellness Committee (Nutrition/Exercise Focus) – Kelly S
      - Committee has not yet met-**This will be the first full year that the Committee will tackle policy compliance with the help of the data collected by the Wellness Coordinators**
    - Health & Safety Committee (formerly EMT) – Dan M
      - Report on upcoming event-**this Committee meets quarterly, next meeting is 11/8/22 in which they will participate with the building safety teams in an active shooter table top exercise with Homeland Security.**
    - Traffic Safety Sub-Committee – Kelly S-**question about the safety of HPS carpool, can support for traffic be provided by the town or SRO? The Town and the SROs are aware. The SRO does actively help with carpool when they are able. At this time, educating parents is the best thing that the schools can do to minimize the problems.....this is exactly why the Traffic Safety Month was started**
    - **Who do parents contact with concerns? Parents should contact HPD or building administrator to express concerns.**
      - Committee has not yet met
  5. Training Report-Carrie
    - Goal is 95%-**as of 10/31 we are at 82% completion district wide, employees on leave are not included for non-completions.**
  6. School Inspections-Carrie
    - Have restarted-**over the next few days admins will receive the results from already completed inspections.**
    - Committee members will be scheduled in on rotating basis-**Kelly will email you when it's your turn and you can accept or decline. There was a suggestion to have a list of items you can have vs. a list of items you cannot have. This document may be helpful to all, especially new hires. It was pointed out that this document does exist. Each principal should have distributed this to all staff....perhaps it was done in the past but hasn't been recently done.**
    - **Conversation about creating a subcommittee to help create some type of training or a specific list for classroom compliance for new teachers.**
  7. FY23 Goal Review-Kelly S. (see attached) **Goals were reviewed and updated**
  8. FY23 New Chair-**Kelly asked for volunteers from the staff side (non admin), this position can be as little or as much as someone wants,**

**duties might include, create/distribute agenda and other materials that need to be distributed.**

9. Future Topics

10. Next meeting: **January 18th – 9:00 am, Zoom or Location TBD**