

**Manchester Public Schools
Health and Safety Committee Meeting
March 24, 2015**

Attendees: Linda Hodgkins, Coordinator of School Health Services, Debbie Streeter, Paraprofessional Representative, Nilsa Dorsey, Certified Human Resources Specialist, Patricia Brooks, Assistant to the Superintendent, Finance and Management, Darrell Crowley, Buildings and Grounds Supervisor, Nick Aldi, Food Service Director, Mary Rose Lombardi, School Nurse, Christopher Terry, Maintenance Worker and Terri Smith, Health and Safety Committee Chairperson.

The minutes of the Health and Safety Committee meeting on December 9, 2014, were accepted and approved and will be posted on the Board of Education website.

Old Business:

Flu Update – Linda Hodgkins

- No extreme cases of influenza virus in CT. Less than 10%.
- Mrs. Hodgkins is keeping an eye on the number of cases.
- Seems to be more stomach virus cases.

Employee Wellness Update – Terri Smith

- The “Biggest Winner” weight loss program will run in April and May 2015.

Employee Training Update – Terri Smith

- Cafeteria and Custodial/Maintenance training will take place the last week of June. Mr. Aldi would like to have burn prevention included in the cafeteria training. Custodians and Maintenance staff may have electrical safety, video on fire safety and possibly Incident Command Training.
- Paraeducators and tutors are scheduled for professional development in August.
- Nurses may do a building-wide C.P.R. training for all staff.
- Mrs. Brooks and Ms. Smith to review CIRMA on-line training modules.

Worker’s Compensation Claim Review – Terri Smith

- Review of Workers’ Compensation claims from November 25, 2014 through February 28, 2015. There were a total of 64 claims filed. Down 10 from previous reporting period.

Update on Safety Inspections (Town and Eighth District) – Darrell Crowley

- Robertson and Manchester Preschool Center – 2nd Round Inspections
- Spot Inspections
- Nothing to report

Update on School Safety Plans – Janice Uerz

- No report given

New Business:

Mrs. Brooks reported that the Robertson School evacuation went smoothly. However, more vests are needed for deputies and one for the incident commander. When the all call is made, the announcer needs to identify him/herself. The Fire Department released staff and students back into the building; however, the school was evacuated for a second time due to the smell of gas. The students and staff walked to the Second Congregational Church located on the corner of North Main Street and North Street. One special education class were re-located to Board Room A at Central Office.

Mrs. Hodgkins requested a list of Deputy Commanders in each building.

New School Security and Safety Standards encourage, but no longer mandate, the incident command course (ICS 100 SCa) for all employees. However, The Division of Emergency Management and Homeland Security strongly recommend that all employees complete the free ICS 100 SCa course and administrators to complete advanced ICS courses. (Shipman and Goodwin email dated February 20, 2015).

Mrs. Hodgkins mentioned that someone must be on school grounds at all times to administer epi-pens. This staff member is in addition to the school nurse. It is recommended that the administrator or their alternate be available to administer the epi-pen.

It was discussed that all second shift custodians should receive A.E.D. training. Mrs. Brooks would agree if the union agrees. Mrs. Hodgkins will check with Barbara Quigley to see if the Town E.M.S. Department would help with the training.

Mr. Terry reported that the staff member, who is assisting with students in the School Street crosswalk at Bennet, is not wearing a safety vest.

Mr. Crowley asked if there is a policy on locked doors. The issue is still arising. Mr. Geary has talked to administration. Custodians will be instructed on proper procedures.

After no further discussion, the meeting was adjourned. The next meeting is June 2, 2015.

Respectively submitted,

Terri Smith
Health and Safety Committee Chairperson