

Joint Loss Management Committee
4/18/24 (Thursday) at 9:00 am
Via Zoom

Minutes

In Attendance: Kelly Seeley, Carrie Marsh, Jenn Dubois, Sandy VanSciver, Emmie White, Steve Cortez, James Beach, Lynn DiZazzo, Lance Finamore, Amanda Zeller, Kelly Ducharme

1. FY24 & FY25 Chair – Congratulations, Sandy VanSciver!!
2. Accident/Safety Reports – Jenn
 - Jan thru March (see attached)
 - **reviewed, some schools are either not having any reportable injuries, which is possible, or not submitting injury documentation to HR.**
 - Please note that the March report is in a new format that incorporates data on the SSVMPM
 - **Reviewed new format. Asked for feedback from group, no suggestions made. This format is a work in progress. Carrie and Jenn will be working towards some small changes to the format.**
 - **Responsibility of the group to review and analyze reported injuries.**
 - **HR will continue to produce the charts to track the number of injuries and the new format will assist in tracking and analyzing the data better.**
3. Student on Staff Violence Prevention and Management Plan (SSVPMP)-Carrie
 - Draft plan status
 - **Currently only one school is submitting SSVMPM reports**
 - **Lauren and Carrie and working with Admins for SSVMPM reporting**
 - **JLMC members should review the data that is sent out before the meeting and be ready to discuss at time of meeting.**
 - **Carrie will attend the Nurses meeting in the fall of 2024 to speak on injury reports.**
 - **Kelly D. will remind nurses about injury reports at next meeting.**
4. Staff Wellness Programs for FY24 Identified –Carrie
 - Maintain Don't Gain-Done
 - **this year was the highest participation rate since Covid.**
 - HealthTrust Wellness Programs-Staff Meetings-Feb/Mar-Status
 - **all schools had HT attend their staff meeting except HBHS, meeting was rescheduled and HT could not attend the new date.**
 - Healthie Selfies featuring Flat Andy-In progress, status to-date

- **some fun pictures were submitted from the 8th grade DC trip.**
 - HB Open-Status
 - **email going out end of April**
 - Any suggestions to increase participation?
5. Sub-Committee Reports
- SAU-Wide USDA Wellness Committee (Nutrition/Exercise Focus) – Kelly S
 - Status
 - **meeting this afternoon (4/18/24)**
 - Health & Safety Committee (formerly EMT) – Dan M
 - **Kelly reported on Health and Safety Committee**
 - **Reunification drill update**
 - **RMMS-completed, HBHS-conducted mini drill this week, HBMS-May, HPS-May, HUES-partial drill on April 12, CSDA-June**
 - **Report on the April 9th meeting**
 - **HBHS will pilot Night locks, Admin will look at rolling out night locks to other schools after HBHS.**
 - **Night locks assist in securing doors between adjoining rooms**
 - **Devices secure the door at the floor**
 - **Has shown to be more secure than two way locks**
 - **Training will be provided**
 - **Not every door will have a night lock, certain doors and spaces have been identified**
 - **Keys will be attached to wall next to the door for access**
 - **Avoid Deny Defend training-session was recorded**
 - **Potentially can be loaded into Vector for viewing or another session may be offered.**
 - Traffic Safety Sub-Committee – Kelly S
 - April is Traffic Safety Month-
 - **April is traffic safety month.**
 - **Every building is a little different. Each school has sandwich boards and banners**
 - **HPS has students involved by creating and displaying student artwork.**
 - Feedback welcome
 - Next meeting in May
6. Training Report-Carrie
- Goal is 95%-status
 - **Currently at 95% completion goal**
7. School Inspections-Carrie
- Inspections are ongoing
 - **Question about ceiling tiles at HBHS. Tiles are mentioned a lot in inspection write-ups. Discussion about funds that are available to fix all the tiles that need attention and how to**

work into the budget. Lance will have a discussion with HBHS offline to address funding for tiles.

- **Most results have been sent out except the HBMS, Carrie will send out.**
- **Liz Murphy has started creating work orders, to help with work flow.**
- **String lights are a common find during inspections, looking for tripping hazards and big things**
- Committee members are participating on a rotating basis
 - **Great to have members join inspections**
 - **Fresh set of eyes to ask questions and give feedback**
- Select follow-ups will happen in May & June

8. Improving Teacher Notification of Inspection Deficiencies-Sandy

- **Going on an inspection was an eye opening experience and helpful to look at it from a teacher prospective.**
- **Maybe the committee should consider sending an email to teachers, 2 or 3 times a year to introduce the committee and explain why inspections are happening**
- **Suggestion to create a list of top violations**
- **Provide more details to teachers about the violations to assist with understanding. For example, "one plant is allowed, but three plants are too many"**
- **Maybe use a similar approach to "tech tip Tuesday", create a clever name and send out emails to communicate info to all staff.**
- **A fire code flyer exists that is given to new hires during the onboarding process. This document could use some reimagining. Jenn will send flyer to Emmie and Sandy for review and feedback. Emmie will assist to rework the document, but will need some support with content.**

9. FY24 Goal Review-Kelly S. (see attached)

10. Future Topics

11. Next meeting: **May 30th – 9:00 am, Zoom or Location TBD**

- **Talk about goals for next year**
- **Some goals are always there**
- **Always room for new goals**
- **Please put some thought into new goals for FY25**

12. Remaining FY24 Meetings:

- May 30th