

**Inter-Lakes School District**  
**Joint Loss Management Committee Meeting**  
**March 13, 2024 @ 3:15 p.m. via Google Meet Video Conference**

**Minutes**

■ **Call to order: Mrs. Dolloff called the meeting to order 3:15**

■ **Attendance**

- *Members in Attendance:*
  - *Kim Bannon, ILES teacher*
  - *Elaine Campbell, ILES para*
  - *Lucy Cunningham, SCS admin assistant*
  - *Brian Swanker, Facilities Director*
  - *Lisa Holiday, Director of Student Services, District*
  - *Ashley Dolloff, Business Administrator*
  
- *Members Absent:*
  - *Jodi Pendexter, Roy Arceno*

■ **Review & Acceptance of Minutes from December 13, 2023 meeting**

- *Committee approved minutes from the December 23, 2023 Meeting*

■ **Review & Discussion of FROI and Student Violence reports during December 5, 2023 through March 11, 2024.**

- *Mrs. Dolloff reviewed the FROI and student violence incident reports and in review of the information, it seems that two FROI should have also completed a SVIR. In talking with Mrs. Holiday, she shared that she recently spoke about the process at a SEPPT team meeting. She also hopes to attend faculty meetings to review the process and remind people where to find the forms.*

■ **Other/Follow Up**

- **Student Violence Prevention and Management Plan**
  - *The Employee Safety Program, which includes the SVSMP, has been finalized, and posted on the District's website.*

■ **Human Bite Protocol**

- *Educating our employees, the process of what to do if a human bite incident occurred.*
- *Contracted employees – Mrs. Holiday will follow up with contracted employees to make sure they understand Human Bite protocol.*

■ **Other**

- *The committee had no other questions or comments.*

■ **Next Meeting**

- *June 5, 2024*

■ **Meeting adjourned at 3:26 p.m.**