

JLMC

5/23/2017 4:00 PM

Those in attendance: Amy Adams, Carrie Frederiksen, Darlene Rollins, Amy Fisk, Jody Bates, Jane Fortson and Linda Heath

Jane distributed claims information from PLT and Primex along with the minutes from the last meeting. Amy Adams asked for clarification. Jane said that it is the total claims not paid out. Jane asked for approval of the minutes. Jody Bate made the motion and Amy Adams second it. 6 – Yes and 1 – Abstained.

Jody Bates read through the safety manual and asked who follows through on it. Jane said from the facilities side of things, David LaPointe takes them seriously. He has taken trainings and also sent his department to them. There are 4 people who are not able to abate small areas. He has also made his department do the Primex trainings. She also shared that with the snow day make up, several paraprofessionals took advantage of the trainings. It is her hope that these will be done each year. She isn't sure if each school has done so or not.

Amy Adams said that at the beginning of the year, we had lost the Municipal Academy and said that she has offered to do something in a staff meeting, but hasn't been taken up on it yet. The trainings that are most necessary are: Slips, Trips and Falls and Blood Bourne Pathogens. Jody said that only Blood Bourne Pathogens is required.

Amy Adams stated that after the last meeting, she sent the Safety Manual to the entire Troy School staff and offered to answer questions. Jane also shared that Tom Walsh takes it seriously and has his staff do the trainings as well. Amy Adams said that the staff all has the copy and doesn't know if it has been opened, but she has done her due diligence.

Carrie asked if the new employee orientation day could be done differently as it really only applies to teachers. Jane shared that the business office is aware of this and she will share it with the Superintendent. Jody asked who determines the evacuation details. Jane answered that it is up to the Principals and the A Team. Amy Adams said that she met with Neal Richardson, the Police Chief, the Lead Teacher and the Principal. They came up with a template that is customized to the building's needs. She thinks it is based upon the individual schools and that Neal is responsible.

Jane felt that this was not a bad topic for discussion as most schools are not alarmed for security. We have to have all windows and doors numbered. Carrie said that she talked with Neal Richardson, Jeremy Rathbun and Melissa Suarez about getting plans in place for classroom emergency bags. She wants to put out ideas and get this going.

Jane said that the only things she saw was that the manual must be updated and reviewed annually. She feels that the school board should look at it annually and pass it. Carrie made a

motion to have the policy reviewed and updated. She feels it should be sent back to this committee for updates, changes, etc. Amy Adams second. All were in favor.

We need to look at long range planning. Jane has spoken to Monica Pinae from Primex. She is able to help us through an assessment. If we complete it, we will get a discount on claims. Jane feels that the 3% will save us a lot of money and then maybe we could ask for the bags. She feels we should set this as a goal for our future meetings. We will contact Monica and ask her to attend future meetings. Amy Adams asked that the Administration be notified of the meetings as well.

Jody felt that we should make sure that all employees should be expected to wear seatbelts when using District vehicles. She also asked if there is a slip, trip or fall policy. It was suggested that employees who have been on a leave of absence should be doing these trainings as we expect the new employees. Jane suggested that we pick what we really want to focus on.

We moved to reviewing the claims. The question was raised as to how severe the injury should be. Jane said that it should be at the individual's discretion. We need to keep the claims information confidential and shred it when we are done. Jane will try to get the quarterly reports for us for the next meeting.

Agenda for next meeting:

Quarterly Reports

Accident Claims

Prime 3 with Monica

New Business

Meeting adjourned at 5:00 PM – Amy Adams made the motion and Amy Fisk second.

Future Meeting Dates:

August 22, 2017 4:00 PM

November 28, 2017 4:00 PM

February 27, 2018 4:00 PM

May 22, 2018 4:00 PM

Respectfully Submitted,

Linda Heath